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CONSTITUTION

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THE COMMERCIAL
TELEGRAPHERS
UNION OF AMERICA





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DEPARTMENT

CONSTITUTION

1906

OF THE

COMMERCIAL TELEGRAPHERS'
UNION OF AMERICA



Adopted at the First Regular Convention, held at New York, July 19, 1903 and revised at the Second Annual Convention, held at St. Paul, Minn., July 19-24, 1904. Revised and amended at the Third Regular and First Biennial Session, held at Cincinnati, Ohio, May 7-12, 1906.



B. R. HYMAN & CO., PRINTERS, BINDERS
121 Plymouth Place, Chicago

PREAMBLE.

We, the COMMERCIAL TELEGRAPHERS OF AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who work at the profession of telegraphy, and believing that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our object to distinguish the work performed by members of this Union and make it preferred; to discourage the indiscriminate teaching of telegraphy; to protect, maintain and advance professional interests and secure better conditions of employment; to establish and uphold a fair and equitable rate of wages; to give all moral and material aid in its power to its members and those dependent upon them.

Therefore, we deem it compatible with individual rights to establish laws for the Government of our Union and we adopt and promulgate the following constitution:

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CONSTITUTION 1917

OF THE

Commercial Telegraphers' Union of America

ARTICLE I.—NAME

Section I.—This organization shall be known as the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, with permanent headquarters at Chicago, Illinois.

ARTICLE II.—JURISDICTION.

Section I.—Its jurisdiction shall embrace all branches of the telegraph service other than those employed by railroads.

ARTICLE III.—ELIGIBILITY TO MEMBERSHIP.

Section I.—Any white person of good moral character, who is actually employed as a commercial telegrapher, or any commercial telegrapher of three years' experience, although not actually so employed, is eligible to membership.

ARTICLE IV.—HOW COMPOSED.

Section 1.—This organization shall be composed of locals of not less than seven members acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V.—GENERAL ASSEMBLY.

Section 1.—The supreme authority in this Union shall be vested in the General Assembly and it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. In it alone is vested power to establish local unions of commercial telegraphers, and there is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article 31.

Sec. 2.—The General Assembly shall be composed of the General Officers, the General Executive Board and duly accredited delegates from the constituent Locals elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

ARTICLE VI.—SESSIONS.

Section 1.—The General Assembly shall convene in regular session on the second Monday in June biennially, at 10 o'clock A. M., in such city as may be determined upon by the previous session.

Sec. 2.—Special sessions may be called at any time that the interests of this Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request of twenty-five locals. Thirty days' notice of said special convention shall be given all Locals.

Sec. 3.—The officers of the General Assembly and members of the General Executive Board shall be delegates at large and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by Locals unrepresented.

Delegates at large shall not be eligible to election as delegates from Locals.

Sec. 4.—When the roll of delegates-elect of Locals in good standing and entitled to representation is read by the General Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 5.—Only members of this Union in good standing shall be eligible to office, provided that none of the General Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 6.—The first business of the General Assembly shall be to nominate and elect by ballot, by a majority vote, a committee of five, whose duty it shall be to name as soon as practicable the following committees to consist of five members each, and it shall immediately name a committee of five on credentials:

Committee on Constitution.

Committee on grievances and appeals.

Committee on locals.

Committee on state and national legislation.

Committee on mutual benefit department.

Committee on general officers' reports.

And the following committees to consist of three members each:

Committee on resolutions and greetings.

Committee on finance and salaries.

Committee on official organ.

Committee on printing.

Committee on press.

Committee on ritual.

Committee on location of General Assembly session.

Committee on rules.

No member of the committee on committees shall be eligible to appointment on any committee appointed by that committee.

ARTICLE VII.—REPRESENTATION.

Section 1.—Each Local chartered at least thirty days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each one hundred members or majority fraction thereof.

The basis of representation shall be computed on the membership of the Local in good standing at the end of the dues period immediately preceding the session of the General Assembly.

No Local shall be entitled to representation in the General Assembly which is indebted to the General Assembly or which shall fail to file an-

nual reports, provided that this section may be suspended and the delegates of any Local be admitted if two-thirds of the members present vote in favor thereof.

Sec. 2.—Delegates to the General Assembly must be members of the Union in good standing and members of the Local which they represent. No member shall be eligible to election as delegate or as alternate until thirty days after admission to the Local except in the organization of a new Local.

Sec. 3.—The prima facie evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the President and General Secretary-Treasurer of the Union.

ARTICLE VIII.—DUTIES OF COMMITTEES.

Section 1.—It shall be the duty of the Committee on Credentials to examine into the regularity of the election and credentials of the delegates and the right and title of the Locals to representation in the General Assembly.

Sec. 2.—It shall be the duty of the Committee on Constitution to prepare and present to the General Assembly such amendments to the constitution as may be necessary.

Sec. 3.—It shall be the duty of the Committee on Grievances and Appeals to carefully inquire into all grievances referred to it by the General Assembly, and it shall consider all cases of appeals from the decision of the President or the General Executive Board, and shall make a full

and concise report thereon to the General Assembly, together with its recommendations in the matters considered.

Sec. 4.—It shall be the duty of the Committee on Locals to examine into their condition and standing, and recommend such changes as will better their condition.

Sec. 5.—It shall be the duty of the Committee on Mutual Benefit Department to inquire into the business done by, and the management of the department and make such recommendations as they may deem proper for its improvement.

Sec. 6.—It shall be the duty of the Committee on State and National Legislation to consider matters presented to the General Assembly regarding legislative movements for the betterment of the condition of working men and women.

Sec. 7.—It shall be the duty of the Committee on General Officers' reports to edit the reports of the various General Officers for publication in the minutes and to recommend action to be taken on matters covered therein.

Sec. 8.—It shall be the duty of the Committee on Resolutions and Greetings to answer greetings addressed to the General Assembly, and to prepare and introduce resolutions on matters referred to it by the General Assembly.

Sec. 9.—It shall be the duty of the Committee on Finance and Salaries to recommend the amount of salary to be paid the General Officers.

Sec. 10.—It shall be the duty of the Committee on Official Organ to inquire into the condition of

the journal, and to make such recommendations for its improvement as the committee may deem wise.

Sec. 11.—It shall be the duty of the Committee on Printing to arrange for the printing ordered by the General Assembly while in session, and to distribute all printed matter to be furnished the members of the General Assembly.

Sec. 12.—It shall be the duty of the Committee on Press to prepare and furnish such information to the public press concerning the transactions of the General Assembly as it may deem proper.

Sec. 13.—It shall be the duty of the Committee on Location of the General Assembly Session to hear the claims and propositions of the representatives of the various cities, and to recommend to the General Assembly a city in which to hold the next session.

Sec. 14.—It shall be the duty of the Committee on Rules to report as soon as practicable after its appointment, a form of procedure and a set of rules for the government of the session of the General Assembly.

Sec. 15.—All committees shall make their final reports in writing in duplicate form.

ARTICLE IX.—RULES OF ORDER.

Section 1.—Roberts' Rules of Order shall govern the deliberations of the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA when they do not conflict with the constitution and by-laws.

ARTICLE X.—SEAL.

Section 1.—The official seal of the General Assembly shall be circular in form, and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all official documents, circulars and papers emanating from the General Assembly and its executive officers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI.—GENERAL OFFICERS.

Section 1.—The General Officers shall be:

A President.

A First Vice-President.

A Second Vice-President.

A Third Vice-President.

A General Secretary-Treasurer.

An Editor and Manager.

And a General Executive Board consisting of five members, no two of whom shall be members of the same Local.

General Officers shall be amenable only to the General Executive Board during their term of office.

Sec. 2.—The General Officers shall be elected by a majority vote at the biennial session of the General Assembly and shall serve until their successors are duly elected.

ARTICLE XII.—PRESIDENT, DUTIES OF.

Section 1.—The President shall devote his entire time to this Union, and it shall be his duty to preside at all sessions of the General Assembly,

and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of this Union and shall call to account any member of the Union or any Local violating the same.

Sec. 3.—He shall select the pass word for each quarterly period, and shall communicate the same to the Presidents of the various Locals by cipher.

Sec. 4.—He shall grant charters to Locals and shall have power to suspend the same for cause, by and with the consent of the General Executive Board.

Sec. 5.—He shall pass upon and approve or reject the by-laws of Locals, and such by-laws shall not be effective until approved by the President.

Sec. 6.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts, and shall pay such salaries as the General Executive Board may determine.

Sec. 7.—He may, with the consent of the General Executive Board, suspend from office any officer of a Local, but such suspension shall not deprive such officer of any of his rights as a member of the Union.

Sec. 8.—He shall devote as much of his time as possible to organizing. He may appoint and employ organizers at such salary as the General Executive Board may determine.

Sec. 9.—Upon receipt of an official statement of a grievance from a Local, the President shall exert all honorable methods to effect an amicable and satisfactory adjustment thereof. Failing in this, the matter shall be referred back to the Local, which, by a two-thirds vote, and with the approval of the President and the General Executive Board, may sanction a strike. The agency hereinbefore authorized to sanction a strike shall also have authority to declare a strike at an end.

Sec. 10.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may require concerning matters pertaining to the affairs of this Union.

Sec. 11.—He shall give a bond satisfactory to the General Executive Board, which shall be held in trust by it, and at the end of his term of office he shall make a full and complete report to the General Assembly of all his official acts together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 12.—He shall employ the clerical help necessary to conduct the business of his office, and shall pay such salaries as the General Executive Board may determine.

ARTICLE XIII.—VICE-PRESIDENTS, DUTIES OF.

Section 1.—A First Vice-President, a Second Vice-President and a Third Vice-President shall be nominated and elected as provided in this constitution, and shall hold office until their successors are duly elected and qualified.

Sec. 2.—The Vice-Presidents, in the order of their election, shall in all respects perform the duties of the President in his absence, or when incapacitated, and shall at all times render him such other assistance as he may direct.

ARTICLE XIV.—GENERAL SECRETARY-TREASURER, DUTIES OF.

Section 1.—It shall be the duty of the General Secretary-Treasurer to keep an accurate record of the proceedings and transactions of the biennial and all special conventions while in session; to preserve the archives of the Union, and perform such other duties as may be designated by the constitution.

Sec. 2.—He shall receive all monies due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the official organ at all times.

Sec. 3.—He shall receive all applications for charters to establish Locals, and when accompanied by the required fee he shall forward such application to the President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all Locals, with the dates of their organization, their time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General Assembly, and shall provide himself with all the books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of Locals and notification of the election of Delegates and Alternates he shall immediately mail to the delegates-elect certificates bearing his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and shall pay such salaries as the General Executive Board shall deem proper.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions, and shall furnish the Committee on Credentials with all desired information.

Sec. 10.—He shall furnish a bond satisfactory to the General Executive Board, indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion; said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official receipts, credentials, seals, books, report-blanks, stationery and supplies, with constitutions and laws and other matter ordered by the Locals, General Officers or General Executive Board, to be printed and kept in stock, and shall be the custodian thereof, and shall furnish the same upon requisition.

Sec. 12.—He shall furnish quarterly membership cards, such cards to be issued direct to the members by the General Secretary-Treasurer upon receipt of reports accompanied by full remittances from the Local Secretary-Treasurer. Cards to be of uniform make, design and lettering, and bear the emblem of the Union and facsimile signatures of the President and General Secretary-Treasurer.

No cards shall be issued for a period longer than three months. A charge of one dollar shall be made for all duplicate cards furnished.

Sec. 13.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 14.—He shall devote his entire time to the interests of the Union and shall receive as compensation for his services a salary to be fixed by resolution at the biennial convention.

Sec. 15.—When absent from his headquarters in the interests of the Union he shall receive reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 16.—At each regular session of the General Assembly he shall render a full and complete report of all his official acts and an accurate and comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities.

ARTICLE XV.—GENERAL EXECUTIVE BOARD, DUTIES OF.

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be members of the same Local.

Sec. 2.—It shall fill all vacancies in that body and shall also fill any vacancies of general officers, except that of President.

Sec. 3.—It shall have appellate jurisdiction when the biennial convention is not in session, and its decision shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least five days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the General Secretary-Treasurer, with the assistance of a bonded expert accountant; and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the General Secretary-Treasurer to be audited by a bonded expert accountant each six months or oftener in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employees of the General Assembly.

Sec. 7.—Should any general officer fail or refuse to perform the duties prescribed by the constitution, it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal.

Sec. 8.—Should charges be preferred against any general officer, the Board shall have full authority and power to investigate such charges and may take summary action in any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the Local of which he is a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Executive Board shall be custodian of the bonds of the general officers.

ARTICLE XVI.—GENERAL ASSEMBLY REVENUE.

Section 1.—The revenue of the General Assembly shall be derived as follows:

- 1.—One dollar of each initiation fee.
- 2.—One dollar of each member's quarterly dues.
- 3.—All profits on sales of supplies to the Locals.

4.—Special assessments levied by the General Executive Board.

Sec. 2.—The General Assembly proportion of quarterly dues shall be apportioned as follows:

Sixty-five cents to the General Fund; 10 cents to the Reserve Fund, and 25 cents to the Commercial Telegraphers' Journal.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—The Reserve Fund shall only be used for the conducting of lockouts, strikes and troubles of like nature in such a manner as the President may decide.

Sec. 5.—The Journal Fund shall be credited to and be used in publishing the official organ.

Sec. 6.—All monies received and for which there is no provision made shall be credited to the General Fund.

ARTICLE XVII.—SALARIES.

Section 1.—The salaries of the President, General Secretary-Treasurer and Editor and Manager shall be fixed by resolution at the biennial convention.

Sec. 2.—Members of the General Executive Board and Delegates to the annual convention of The American Federation of Labor shall be paid

five dollars per diem and actual expenses while engaged in the business of the Union.

ARTICLE XVIII.—OFFICIAL JOURNAL.

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS' JOURNAL," published monthly under the management and editorship of the Editor and Manager, and the policy of the several departments shall be in accord with that of the President.

Sec. 2.—There shall be maintained in The Journal departments of an editorial and literary character, calculated to promote the general welfare of the Union and the moral and intellectual character of its members. Also notices of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The Editor and Manager shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it shall be mailed regularly to him, provided that the subscription price of one dollar per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal shall be under the direction of The Editor and Manager.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of

the Union and the proceeds derived from its publication after all expenses have been paid shall divert to the General Fund of the Union.

Sec. 7.—No Local or member thereof shall issue any paper, journal or magazine representing the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, or any portion of the membership of the same.

Sec. 8.—The Editor and Manager shall make a separate annual report to the General Assembly of the revenues and expenditures of The Commercial Telegraphers' Journal, as well as a report to the biennial convention.

ARTICLE XIX.—CHARGES, TRIALS AND APPEALS.

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers' Union of America. Such charges must be made in writing and must be filed with the Chairman of the General Executive Board.

The Chairman shall at once notify the accused, furnishing him with a copy of the charges, and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall be subject to the action of the next convention, but shall be final in the interim.

Sec. 2.—In any case where witnesses are located in remote places, or if they may be unable to appear before the Board, the testimony may be taken in writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 3.—When such procedure is necessary notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XX.—DELEGATES TO THE AMERICAN FEDERATION OF LABOR.

Section 1.—Delegates to the American Federation of Labor shall be elected at the biennial convention of the General Assembly.

ARTICLE XXI.—LOCALS.

Section 1.—Seven or more persons eligible to membership may organize themselves into a Local, provided, however, that not more than one Local shall be established in the same city without the consent of the previously existing Local.

Sec. 2.—The officers of a chartered Local shall consist of a Local President, Local Vice-President, Local Secretary-Treasurer, Local Executive Board of not more than nine members, and such other officers as the Local may deem necessary.

Sec. 3.—It shall be the duty of the Local President to preside at all meetings of the Local, preserve order therein, decide all questions of order subject to appeal to the Local, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—The Local Vice-President shall, in the absence of the President, perform all the duties appertaining to the office.

Sec. 5.—It shall be the duty of the Local Secretary-Treasurer to keep a true record of the pro-

ceedings of the Local, conduct the correspondence of the Local, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the General Secretary-Treasurer of the Union. He shall receive all funds of the Local from whatsoever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the General Secretary-Treasurer); have charge of and hold in trust the seal and all books, papers and monies, keeping a just and true account thereof. He shall deposit the funds of the Local from time to time in such Bank or Trust Company and in such a manner as the Local may decide. He shall pay all orders drawn by the Local President by order of the Local, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, suspended, expelled and deceased, with date and causes, together with a true statement of the funds received and disbursed. He shall render a report to the General Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initiation fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other Local properties in his possession. The Local President and the Local Executive Board shall audit the accounts of the Local Secretary-Treas-

urer, whenever a change in that office occurs, and also during the months of January and July of each year for the preceding period. They shall also verify the bank balance on deposit. The Auditing Committee as named above shall report its findings in writing at the next regular or special meeting. The Local President shall attest a copy of the Committee's report and immediately forward same to the General Secretary-Treasurer.

The General Secretary-Treasurer shall have authority at any time to examine the books of any Local Union in person or by deputy.

Sec. 6.—The Local Executive Board shall, in addition to the duties hereinbefore provided, perform such other duties as the Local may determine.

Sec. 7.—The officers of the Locals shall be annually elected by ballot at the first regular meeting of the Local in September of each year. Delegates to the biennial convention shall be elected at the first regular meeting in April preceding the session of the biennial convention. Vacancies shall be filled as the Local shall determine.

Sec. 8.—Locals shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, all rights of appeal to the General Executive Board and the biennial convention being reserved.

Sec. 9.—The revenue of Locals shall be derived as follows:

One.—Initiation fee of not less than two dollars per member.

Two.—Dues of not less than one dollar and seventy-five cents per quarter.

Three.—Such assessments as may be levied by the Local.

Sec. 10.—Each Local shall be provided with a seal by the General Secretary-Treasurer, with the name and number of the Local and the words: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA" on the margin, and all official papers emanating from the Local shall bear an impression of its seal.

Sec. 11.—Locals may enact such by-laws as may be necessary and which do not conflict with the constitution.

Sec. 12.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of this Union.

Sec. 13.—Any duly accredited organizer may, where no Local exists, obligate and initiate applicants for membership, such applicants being assigned to whatever Local they may select, or to the unattached membership list, upon specifying their desire.

ARTICLE XXII.—CHARGES.

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A——— B———, do hereby charge C——— D———, a member of Local No. —, Commercial Telegraphers' Union of America, with unbecoming conduct (or violation

of his obligation, as the case may be), to-wit: In that the said C——— D——— did on or about the —— day of ——, A. D. —— (here state the offense in brief and concise language).

When the charge is for a continued time the specifications may read, "and habitually since that time." Otherwise there must be a separate specification for each action.

The charges must be certified to, if preferred by a member, as follows: "I do hereby declare, upon my honor as a member of the Commercial Telegraphers' Union of America, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When charges are preferred against any member the local President shall appoint a suitable member as commissioner to take testimony that either party may offer in relation to the case. The commissioner shall, immediately after his appointment, furnish the accused with a copy of the charges by personal service when possible, otherwise by registered letter to the last known address of the accused, and shall, within twenty days, proceed to take the testimony, first giving each party ten days' notice of the time and place of meeting for that purpose. The plaintiff and the defendant may appear in person and may also be represented by counsel, but counsel representing either party must be members of the Union in good standing. If the person preferring the

charges is a member he shall act as prosecutor, unless relieved by the local President, in which case the local President shall appoint some member to act as prosecutor. If the person preferring the charges is a non-member, the local President shall appoint some member to prosecute the charges. Testimony shall be affirmed to by members on their honor, and that of non-members, upon oath, duly administered by a civil officer. The testimony shall be taken down in full, and the commissioner shall make note of any objection made. The testimony shall be written in ink or on typewriter, and each sheet signed by the witness. The plaintiff must first make out his case.

After taking all the testimony offered the commissioner shall certify the same and report to the Local. At the time of trial no additional witnesses shall be permitted to testify, but counsel may examine. After the close of the trial the Local may debate the question for a limited time, but both plaintiff, defendant and their counsel shall retire previous to such debate and shall not be readmitted until after the ballot determining the guilt or innocence and fixing the penalty have been taken. The question of guilt shall be determined and penalty fixed by a secret ballot, and a two-thirds vote shall be required to establish the same.

Penalties shall be balloted upon in the following order: First, expulsion, and should the vote fail, another ballot shall be taken on suspension. Should the ballot fail again, the Local President shall reprimand the member, if present, or, if not,

shall write a reprimand, which shall be entered on the minutes and a copy mailed the offender.

No expelled member shall be eligible for readmission in less than one year from the date of his expulsion.

ARTICLE XXIII.—CHARTERS.

Section 1.—Charters shall be issued by the General Assembly, signed by the President and the General Secretary-Treasurer, under the seal, to Locals properly organized with seven or more members, on payment of five dollars fee, and shall be of such form as the General Secretary-Treasurer may determine, and such sum shall revert to the General Fund.

ARTICLE XXIV.—GOOD STANDING.

Section 1.—A member neglecting or refusing to pay dues three months in advance in full is not in good standing sixty days after the expiration of the previous quarterly period.

Sec. 2.—A member delinquent in dues for a period of six months shall be dropped from the roll of the Local Union without further notice. A member not in good standing is not entitled to receive the Journal, vote in his Local Union, nor shall the Local Executive Board exercise itself in his behalf in case of grievance.

ARTICLE XXV.—ANNUAL REPORT.

Section 1.—All Local Unions shall file an annual report with the General Secretary-Treasurer within sixty days from the close of the fiscal year, December 31st, giving such information regarding its membership and finances as may be

required by the General Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A Local Union shall be deemed not in good standing when four months have elapsed since its last report to the General Secretary-Treasurer, and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a Local Union, which for any reason surrenders its charter, becomes defunct or otherwise, shall revert to the General Assembly and shall be held in trust until the end of the fiscal year, when it shall be credited to the General Fund.

ARTICLE XXVI.—MEMBERS, DUTIES OF.

Section 1.—This Union expects a conscientious discharge of duty on the part of every member to an employer, with the spirit of co-operation and a thoroughness in business which will always distinguish the work of its members from non-members.

Sec. 2.—It shall be the duty of all members to attend regularly the meetings of their Locals whenever possible.

Sec. 3.—Members shall render all assistance possible to fellow members in securing work.

ARTICLE XXVII.—GRIEVANCES.

Section 1.—The following procedure must be followed before a strike can be declared:

First.—Grievances must be presented in writing to the Local Executive Board signed by all complaining members.

Second.—The Local Executive Board must immediately give written notice to all members of the Local receiving the complaint, that at a meeting of the Local to be held within ten days, such complaint will be considered.

Third.—The Local Executive Board must at such meeting present the written complaint, together with the Board's recommendation.

Fourth.—If the Local, by two-thirds vote, decides to recommend a strike, the complaint and recommendation of the Local Executive Board and of the Local must immediately be forwarded to the President, and thereafter the method of procedure shall be as prescribed in Article 12, Section 9.

ARTICLE XXVIII.—CONTRACTS.

Section 1.—No Local shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the President of the Union.

ARTICLE XXIX.—LOCAL SUPPLIES.

Section 1.—Supplies shall be furnished to the Locals by the General Secretary-Treasurer and each order must be accompanied by a remittance in full.

ARTICLE XXX.—TRANSFERS.

Section 1.—Any member desiring to transfer from one local to another shall deposit his unexpired membership card with the Secretary of the Local he wishes to join, and if his member-

ship be acceptable to such Local, the Secretary of the Local acquiring the member shall report him on his next weekly report to the General Secretary-Treasurer and accompany such report with the unexpired card thus deposited.

ARTICLE XXXI.—AMENDMENTS.

Section 1.—This constitution may be amended by a majority vote in the biennial convention, or between conventions it may be amended by the following form of initiative: ten Locals may join in an amendment which shall be forwarded to the General Secretary-Treasurer, who shall furnish copies of said amendment to the President of each Local, and if two-thirds of the Locals in good standing voting, favor the proposed amendment, it shall become part of the constitution.

Sec. 2.—All amendments submitted to Locals as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents of Locals.



MUTUAL BENEFIT DEPARTMENT
OF THE
Commercial Telegraphers' Union
of America

ARTICLE I.—TITLE AND GOVERNMENT.

This department shall be known under the name and title of the Mutual Benefit Department of the Commercial Telegraphers' Union of America, and shall be under the control and government of the General Assembly of the Commercial Telegraphers' Union of America.

ARTICLE II.—AIM.

Its aim is to benefit the families and any person or persons having an insurable interest in the lives of deceased members of the Commercial Telegraphers' Union of America, as defined by Article 23 hereof.

ARTICLE III.—CERTIFICATES.

The certificates issued by the Mutual Benefit Department shall be in form and terms as approved by the Insurance Committee hereinafter named, not inconsistent with these laws, and shall be divided into three series, as follows:

Series A shall consist of certificates limited to \$300.00.

Series B shall consist of certificates limited to \$500.00.

Series C shall consist of certificates limited to \$1,000.00.

ARTICLE IV.—MEMBERS.

Any member of the Union who is in good standing and satisfactory physical condition may become a member of this department, as provided in these laws, and according to the following provisions:

Members under forty-five years of age at the time of becoming members of the department shall be eligible to one certificate, and no more, in either of the three series, A, B or C. Members over forty-five years and not over fifty years of age at the time of becoming members of this department shall be eligible to Series A or B only. Members over fifty years and not over sixty years of age at time of becoming members of this department shall be eligible to Series A only. Members over sixty years of age shall not be eligible to membership in the Mutual Benefit Department. No member will be given more than one certificate.

This department reserves the right to place any applicant in a series lower in amount than that applied for, or to which the applicant may be eligible, whenever the proper officers in charge of the department consider such action justified by the health record furnished with the application.

ARTICLE V.—MUST FILE APPLICATION WITH MUTUAL BENEFIT DEPARTMENT.

Every person applying for membership in the Commercial Telegraphers' Union of America after September 30, 1906, shall present with his petition for membership an application for membership in the Mutual Benefit Department, properly filled out, together with the fee therefor. At the time of his initiation, the application for membership in the Mutual Benefit Department shall be forwarded by him to the General Secretary-Treasurer. If such application for insurance is rejected, such rejection shall in no way affect his membership in the Union. Forfeiture of membership in the Mutual Benefit Department shall cause the member so forfeiting to stand suspended from the Union without further notice until reinstated in the Mutual Benefit Department.

Members of the Union whose dues and assessments are not fully paid within sixty days from the beginning of the quarterly dues periods shall forfeit their membership in the Mutual Benefit Department without further notice.

Suspensions and reinstatements under this section will be made by the General Secretary-Treasurer, and will be reported by him to the

Local Secretary. No member reported by the General Secretary-Treasurer as suspended under this law shall be permitted to participate in any of the privileges of membership until he has been reported as reinstated by the General Secretary-Treasurer.

ARTICLE VI.—OFFICERS.

The officers of this department shall consist of an Insurance Committee, a President and a General Secretary-Treasurer. The Insurance Committee, which shall be the General Executive Board of this Union, shall be elected by the General Assembly. The President of the Union shall be, ex-officio, the President; the General Secretary-Treasurer of the Union shall be, ex-officio, the General Secretary-Treasurer.

ARTICLE VII.—THE INSURANCE COMMITTEE.

All death claims shall be examined and passed upon by the Insurance Committee, and no claim shall be paid until approved by a majority of the Committee. Any member or claimant who is dissatisfied with any decision made by the President or the Insurance Committee may appeal to the General Assembly of the Union. Provided, an appeal from their decision must be taken within ninety days from the date of receiving notice of the decision to be appealed from.

The Insurance Committee shall decide any and all questions that may arise, subject to appeal to the General Assembly. The Committee shall elect one of their number as Chairman, who shall submit, biennially, to the General Assembly a

written report of all business transacted by the Committee.

ARTICLE VIII.—THE PRESIDENT.

The President shall be the executive head of the department.

ARTICLE IX.—THE GENERAL SECRETARY-TREASURER.

The General Secretary-Treasurer shall keep a true record of all the business of the department, a register of the members, with the number and date of each certificate issued; receive and hold in trust all funds of the department, and for each approved claim he shall as soon as possible pay to the proper person or persons such amount as may be realized from an assessment levied for the purpose of paying the claim. Provided, the amount paid shall in no case exceed the amount for which the member was insured. He shall submit a correct report biennially, or oftener, if required by the Insurance Committee, of business transacted by him, number of members and the condition of the department, and exhibit proper vouchers and receipts for all expenditures. His books shall at all times be subject to the inspection of the Insurance Committee or any person appointed by them.

ARTICLE X.—APPLICATIONS.

All applications for membership must be made in writing to the General Secretary-Treasurer upon a blank, approved by the Insurance Committee, and be forwarded to the General Secre-

tary-Treasurer (invariably accompanied by the required fee), certified to by the applicant as to the truth of the application. All questions asked in the application can be accepted by the department, and the application, together with each and every statement contained therein, shall constitute the basis and form a part of the agreement for insurance between the applicant and the department. The department shall have the right to reject any application, and any member of the department may protest against the admission of any person.

When the application is in due form, there being no protest, and the President and General Secretary-Treasurer know of no cause why a certificate should not be issued, they shall immediately issue a certificate in accordance with Article 12. When a protest is entered against the admission of any person, all papers shall be referred to the Insurance Committee, but any person may appeal from their decision, as provided in Article 7.

ARTICLE XI.—FRAUDULENT STATEMENTS.

Fraudulent or false statements made to procure the issuance of a certificate shall be sufficient cause for the revocation of the same or the non-payment of any claim arising thereunder.

ARTICLE XII.—MEMBERSHIP.

Applicants for membership, if accepted, shall be duly accredited as members, and their insurance shall be in effect at and from twelve o'clock, noon, of the date upon which their appli-

cation is accepted by the department, and certificate must be dated to correspond.

ARTICLE XIII.—EXCHANGING CERTIFICATE.

Any member who shall file a request upon a blank provided for that purpose may exchange the certificate held by him for a certificate for a less amount, and upon the filing of such request in proper form, the surrender of the certificate held, and the payment of all assessments due thereon, and paying the sum of one dollar, transfer fee, the General Secretary-Treasurer shall immediately issue a certificate for the amount specified to the member making such request, and such certificate shall be dated and take effect upon the date on which the exchange is made. Any member may exchange the certificate held by him for a certificate for a greater amount, provided he is entitled to such greater amount under the provisions of Article 4 of these laws, and is in satisfactory physical condition, by making application on regular blank application for membership, surrendering the certificate held, paying all assessments due thereon, and paying the sum of one dollar, transfer fee, and the certificate surrendered shall become void on the date the new certificate takes effect. If any application for exchange of certificate for a greater amount is rejected, the surrendered certificate shall remain in full force and the transfer fee shall be returned, together with the surrendered certificate.

ARTICLE XIV.—FEES.

The fee for membership must in all cases accompany the application for membership, and no application shall be accepted or certificate issued by the General Secretary-Treasurer until the fee is received by him. Such fee shall be one dollar for Series A, B or C. All amounts received for fees shall be placed to the credit of the expense account.

ARTICLE XV.—ASSESSMENTS AND FORFEITURES.

Not later than the 15th day of December in each year the General Secretary-Treasurer shall mail to each member of the department, at the last given address as shown in the books in his office, notices, advising him that on the first day of each month for the succeeding year he is required to pay assessment of twenty-five cents for certificates in Series A, forty cents for certificates in Series B, and eighty cents for certificates in Series C.

Should the amount of the assessment thus provided prove insufficient to pay the approved claims against the department, the General Secretary-Treasurer shall, by and with the advice and consent of the Insurance Committee, levy extra or special assessments in such sums as are directed, and of which he shall mail notice to each member of the department. If any of the above assessments are not paid at the office of the department within two calendar months from the date of the notice thereof, the certificate or certificates upon which such payments have not been made shall thereupon become forfeited, to-

gether with all rights to any benefit thereunder, without further notice. If after the approved claims against the department for the year are paid there shall be in the treasury to the credit of the fund a surplus which shall render such action consistent, one or more assessments may be suspended or omitted from the notices of the following year.

The sending of any notice of assessment shall not in any case constitute, or be considered as, a waiver of any previous unpaid assessment.

ARTICLE XVI.—READMISSIONS.

Members who forfeit their membership in the Mutual Benefit Department can only be readmitted as new members by complying with all the requirements of Articles 10 and 14 of the Mutual Benefit Department laws, and the laws of the Union governing the admission of new members.

ARTICLE XVII.—DEATH CLAIMS.

When the death of a member of the Department occurs, proof of such death shall be made upon blanks furnished by the General Secretary-Treasurer, in accordance with the instructions of the Insurance Committee, and the claim shall be paid after being submitted to the Insurance Committee and approved by them. Claims for benefit and proof of death must be filed within one year from date of death, and unless claim and proof is so filed with the General Secretary-Treasurer within one year from the date of death, this Department shall be relieved of any liability arising from or growing out of such claim.

ARTICLE XVIII.—DISABILITY—INABILITY TO PAY ASSESSMENTS.

Should a member of the Department become totally and permanently disabled from performing any labor, and shall furnish satisfactory proof of the same to the Insurance Committee on a blank provided for the purpose, the Insurance Committee may order his assessments in the Mutual Benefit Department paid from the expense fund of the department, charging same against such member's certificate, and deducting all such sums from his benefit when finally paid, provided that proper authority be given by the holder of the certificate for such payment and deduction.

ARTICLE XIX.—ADDRESS OF MEMBERS.

It is the imperative duty of every member to notify the General Secretary-Treasurer of any change in his address, and the department shall not be responsible for any delinquencies which may occur through any failure to notify the General Secretary-Treasurer of change of address.

ARTICLE XX.—DESIGNATE PERSONS TO WHOM BENEFITS ARE PAYABLE.

All assessments are payable at the office of the department, and must be forwarded by the member direct to the General Secretary-Treasurer. Any remittance made in payment of assessments may be applied to unpaid assessments, previously due. The applicant must designate in his application some person or persons to whom benefit shall be paid in event of his death, and the Gen-

eral Secretary-Treasurer shall enter such designated name or names upon the register of the department, and also upon the certificate of membership. Any member desiring to make a change in the named beneficiary may do so with the consent of the department by making request for such change on a blank provided for that purpose and returning the certificate for necessary changes and the payment of one dollar, provided no benefit shall be made payable to anyone not having an insurable interest in the life of the member.

ARTICLE XXI.—DUPLICATE CERTIFICATES.

The General Secretary-Treasurer shall, upon application upon a blank provided by him, issue a certificate to replace any which may have been lost or destroyed, upon the payment of one dollar. Such certificate must be plainly marked "Duplicate," and notation of the issue must be made upon the register, giving date.

ARTICLE XXII.—NOTICE OF ASSESSMENT.

The notice of assessment shall be written or printed, or partly written and partly printed, and placed in an envelope, properly addressed to the member for whom it is intended as his address is shown on the books of the department, one full rate of postage paid thereon, and deposited in the postoffice. The envelope in which such assessment notices are enclosed must have a printed return card thereon. All notices of assessment shall be printed in *The Commercial Telegraphers' Journal*. To insure proper credit being given,

members must return the notice of assessment with their remittance, and the department shall not be responsible for any error that may occur in consequence of failure on the part of any member to return any notice. The General Secretary-Treasurer will, upon receipt of remittance, immediately give the proper credit and mail to the member a receipt for the same, which may be written or printed, and upon which such information relative to the department as is consistent may be printed.

ARTICLE XXIII.—BENEFITS—TO WHOM PAYABLE.

Payment of death benefits shall only be payable to the families, heirs, blood relations, affianced wife of, affianced husband of, or to persons dependent upon, the member. Provided, that the member having no wife or children living, may, with the consent of the General Assembly, make a charitable institution his beneficiary.

In default of the above, the expenses of the last sickness and funeral of the deceased shall be paid by the General Secretary-Treasurer. Provided, no other provision has been made for the payment, and further provided, that bills for the same are approved by the Insurance Committee. In no case shall the amount so paid exceed the benefit, and the bills for such expenses shall be paid in the order of their presentation to the General Secretary-Treasurer. Any balance remaining after this article has been complied with shall revert to the expense fund of the department.

No part of the Mortuary Fund created by assessments shall be paid out, loaned or diverted for any purpose whatever, except for the payment of approved death claims.

ARTICLE XXIV.—MONEY—HOW FORWARDED.

All moneys must be forwarded by draft, express or postoffice order and all charges for expressage, collection or exchange must be prepaid.

ARTICLE XXV.—AMENDMENTS.

These laws can only be repealed, altered or amended in accordance with the provisions of Article 31 of the Constitution.

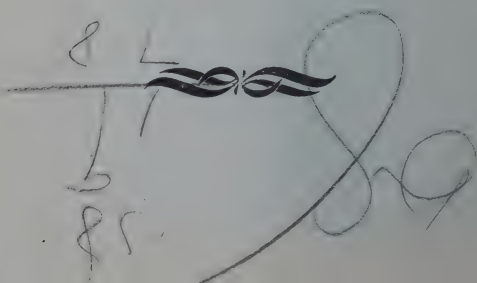
ARTICLE XXVI.—HEIGHTS AND WEIGHTS.

The following table of heights and weights will govern the acceptance of applications for membership in the Mutual Benefit Department, except when no objection to the acceptance of the applicant appears other than excessive or light weight, in which case the Insurance Committee may, on sworn certificates from at least two reputable physicians, made upon blanks furnished by the Committee, showing to the satisfaction of the Committee a satisfactory physical condition on the part of the applicant, accept such applicant:

Height.	—Weight—	
	Light.	Heavy.
5 feet	92	177
5 feet 1 inch.....	96	181
5 feet 2 inches.....	100	185
5 feet 3 inches.....	104	189
5 feet 4 inches.....	108	195
5 feet 5 inches.....	112	202
5 feet 6 inches.....	114	206
5 feet 7 inches.....	116	208
5 feet 8 inches.....	120	215
5 feet 9 inches.....	124	221
5 feet 10 inches.....	128	228
5 feet 11 inches.....	132	234
6 feet	136	241
6 feet 1 inch.....	140	247

Six pounds to the inch added for a person over six feet one inch in height.

An allowance of four pounds from minimum weights shown in the foregoing table may be made in considering applications of women.



SEPCIAL RULES OF ORDER.

The following rules shall govern sessions of the General Assembly:

SESSIONS OF GENERAL ASSEMBLY.

The daily sessions of the General Assembly shall be from 9 a. m. to 12:30 p. m. and from 2 p. m. to 5:30 p. m.

ORDER OF BUSINESS.

1. Opening ceremony.
2. Roll call.
3. Reports of General Officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New Business.
9. Election of General Officers.
10. Installation ceremony.
11. Closing ceremony.

ROLL CALL.

The roll of general officers and delegates shall be called at the opening of each session of the General Assembly and a correct record of the same kept and those absent at roll call shall be shown in the proceedings of each day's session.

RECORDED VOTE.

The roll shall be called and the vote of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegate.

LIMIT OF DEBATE.

Any General Officer or Delegate desiring to speak on a question before the General Assembly shall arise and address himself to the President, giving his name and if a delegate the number of his local, and, on being recognized, shall proceed, confining himself to the question under consideration, avoiding all personalities. No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard, nor for a longer period than *ten minutes* at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration in which case he shall be allowed to close the debate.

AMENDMENTS.

When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further amendments shall be in order except a substitute and one amendment to the substitute. No amendment shall be in order that has for its object the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION.

If the previous question is moved the question shall be, "Shall the main question be now put?" which shall be put to the General Assembly without debate. If carried by a majority vote no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS.

When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.
5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Which several motions shall have precedence in the order named herein.

A motion to fix the day or time to which the General Assembly shall adjourn, to adjourn and to take a recess shall always be in order.

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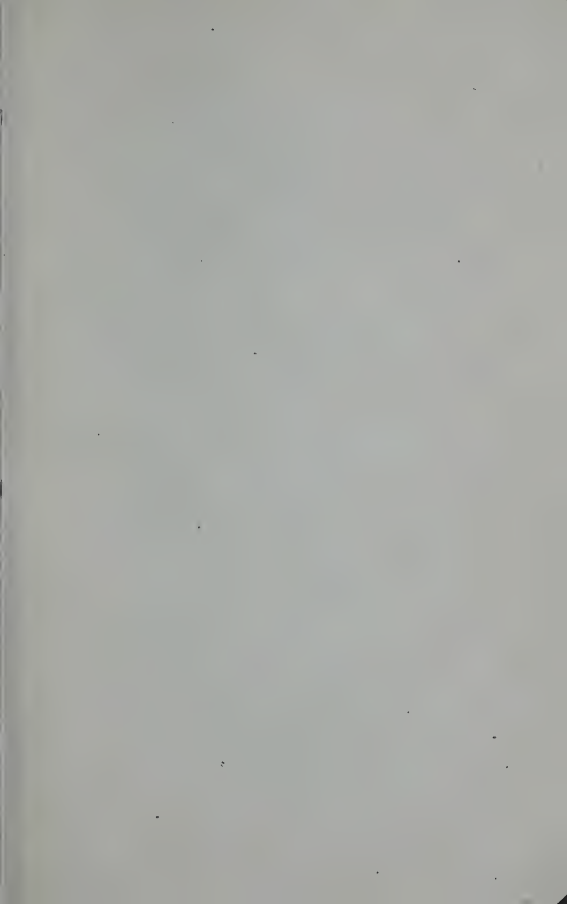
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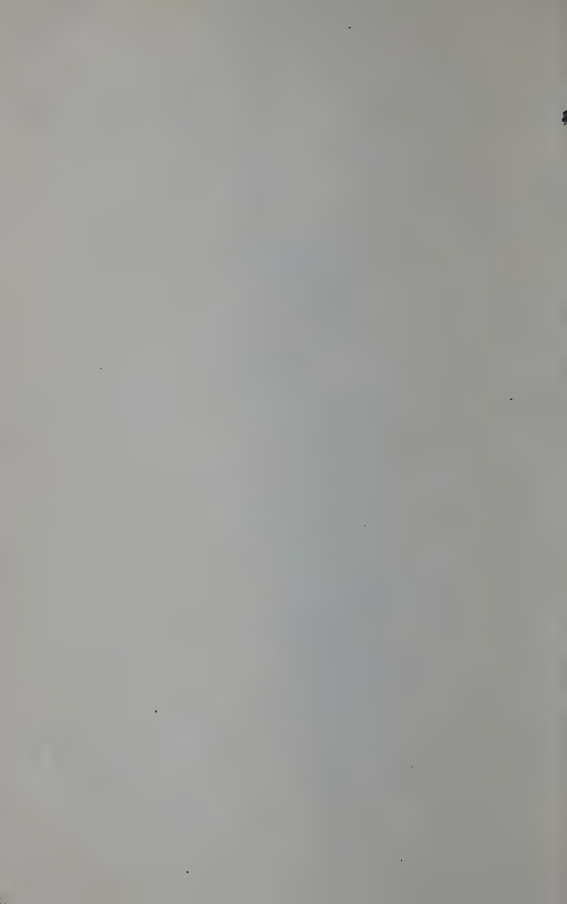
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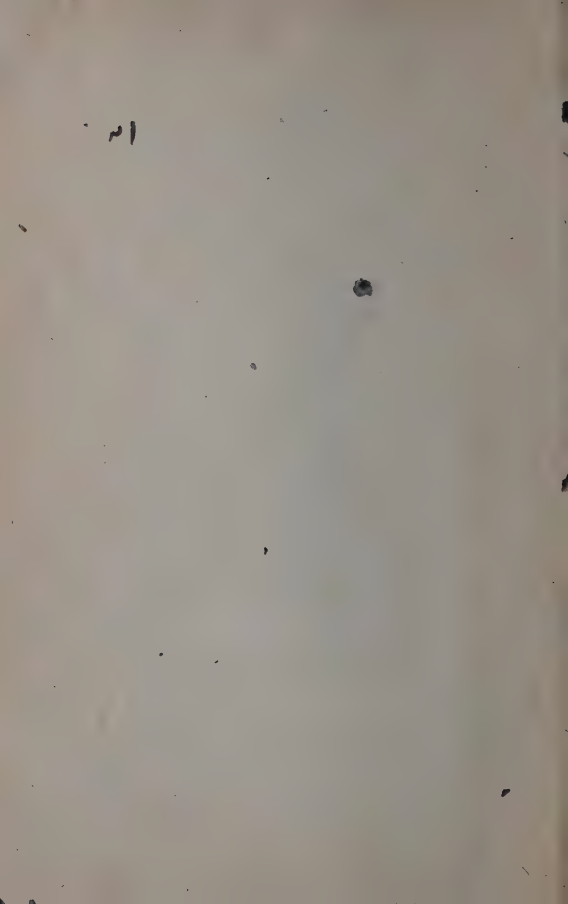


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CONSTITUTION

1908

OF THE

COMMERCIAL TELEGRAPHERS'
UNION OF AMERICA

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MAR 24 1917



Adopted at the First Regular Convention, held at New York, July 19, 1903 and Revised at the Second Annual Convention held at St. Paul, Minn., July 19-24, 1904. Revised and amended at the Third Regular and First Biennial Session, held at Cincinnati, Ohio, May 7-12, 1906. Amended at the Special Session held at Milwaukee, Wis., October 23-25. Amended at the Fourth Regular and Second Biennial Session held at Milwaukee, Wis., June 8-10, 1908.



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PREAMBLE.

We, the COMMERCIAL TELEGRAPHERS OF AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who work at the profession of telegraphy, believing that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our objects:

To distinguish the work performed by members of the Union and make it preferred;

To discourage the indiscriminate teaching of telegraphy;

To protect, maintain and advance professional interests and secure better conditions of employment;

To establish and uphold a fair and equitable rate of wages;

To give all moral and material aid in its power to its members and those dependent upon them.

Therefore, we deem it compatible with individual rights to establish laws for the government of our Union, and we adopt and promulgate the following constitution:

20 Apr 1911

CONSTITUTION

OF THE

Commercial Telegraphers' Union of America

ARTICLE I.—NAME.

Section 1.—This organization shall be known as the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA.

ARTICLE II.—JURISDICTION.

Section 1.—Its jurisdiction shall embrace all branches of the telegraph service other than those employed by railroads.

ARTICLE III.—ELIGIBILITY TO MEMBERSHIP.

Section 1.—Any white person of good moral character, who is over 16 years of age, and is actually employed as a commercial telegrapher, or as an operative connected with an automatic telegraph machine, bookkeeper or clerk in the commercial telegraph service, shall be eligible to membership: Provided, any commercial telegrapher of three years' experience, although not actually so employed, is eligible to membership.

20 Apr 1911, 11:10 AM

ARTICLE IV.—HOW COMPOSED.

Section 1.—This organization shall be composed of system locals and local unions of not less than fifteen members, acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V.—GENERAL ASSEMBLY.

Section 1.—The supreme authority in this Union shall be vested in the General Assembly, and it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. In it alone is vested power to establish local unions of commercial telegraphers, and there is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article XXXI.

Sec. 2.—The General Assembly shall be composed of the General Officers, the General Executive Board and duly accredited delegates from the constituent locals elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

Sec. 3.—It shall divide the territory under the jurisdiction of the General Assembly into districts which may be assigned to subordinate locals.

ARTICLE VI.—SESSIONS.

Section 1.—The General Assembly shall convene in regular session on the second Monday in

June, biennially, at 10 o'clock a. m., in such city as may be determined upon by the previous session.

Sec. 2.—Special sessions may be called at any time that the interests of this Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request of twenty-five locals. Thirty days' notice of said special convention shall be given all locals.

Sec. 3.—The officers of the General Assembly and members of the General Executive Board shall be delegates at large, and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by locals unrepresented.

Delegates at large shall not be eligible to election as delegates from locals.

Sec. 4.—When the roll of delegates-elect of locals in good standing and entitled to representation is read by the General Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 5.—Only members of this Union in good standing shall be eligible to office, provided that none of the General Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 6.—The first business of the General Assembly shall be to nominate and elect by ballot, by a majority vote, a committee of five, whose duty it shall be to name as soon as practicable the following committees, to consist of five mem-

bers each, and it shall immediately name a committee of five on credentials:

Committee on Constitution.

Committee on grievances and appeals.

Committee on locals.

Committee on state and national legislation.

Committee on mutual benefit department.

Committee on general officers' reports.

And the following committees to consist of three members each:

Committee on resolutions and greetings.

Committee on finance and salaries.

Committee on official organ.

Committee on printing.

Committee on press.

Committee on ritual.

Committee on location of General Assembly session.

Committee on rules.

No member of the committee on committees shall be eligible to appointment on any committee appointed by that committee.

ARTICLE VII.—REPRESENTATION.

Section 1.—Each local chartered at least thirty days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each one hundred members or majority fraction thereof.

The basis of representation shall be computed on the membership of the local in good standing at the end of the dues period immediately preceding the session of the General Assembly.

No local shall be entitled to representation in the General Assembly which is indebted to the

General Assembly or which shall fail to file annual reports, provided that this section may be suspended and the delegates of any local be admitted if two-thirds of the members present vote in favor thereof.

Sec. 2.—Delegates to the General Assembly must be members of the Union in good standing and members of the local which they represent. No member shall be eligible to election as delegate or as alternate until thirty days after admission to the local, except in the organization of a new local.

Sec. 3.—The prima facie evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the President and General Secretary-Treasurer of the Union.

ARTICLE VIII.—DUTIES OF COMMITTEES.

Section 1.—It shall be the duty of the Committee on Credentials to examine into the regularity of the election and credentials of the delegates and the right and title of the locals to representation in the General Assembly.

Sec. 2.—It shall be the duty of the Committee on Constitution to prepare and present to the General Assembly such amendments to the constitution as may be necessary.

Sec. 3.—It shall be the duty of the Committee on Grievances and Appeals to carefully inquire into all grievances referred to it by the General Assembly, and it shall consider all cases of appeals from the decision of the President or the General Executive Board, and shall make a full and concise report thereon to the General As-

sembly, together with its recommendations in the matters considered.

Sec. 4.—It shall be the duty of the Committee on Locals to examine into their condition and standing, and recommend such changes as will better their condition.

Sec. 5.—It shall be the duty of the Committee on Mutual Benefit Department to inquire into the business done by, and the management of the department, and make such recommendations as they may deem proper for its improvement.

Sec. 6.—It shall be the duty of the Committee on State and National Legislation to consider matters presented to the General Assembly regarding legislative movements for the betterment of the condition of working men and women.

Sec. 7.—It shall be the duty of the Committee on General Officers' Reports to edit the reports of the various General Officers for publication in the minutes and to recommend action to be taken on matters covered therein.

Sec. 8.—It shall be the duty of the Committee on Resolutions and Greetings to answer greetings addressed to the General Assembly, and to prepare and introduce resolutions on matters referred to it by the General Assembly.

Sec. 9.—It shall be the duty of the Committee on Finance and Salaries to recommend the amount of salary to be paid the General officers.

Sec. 10.—It shall be the duty of the Committee on Official Organ to inquire into the condition of the journal, and to make such recommendations for its improvement as the committee may deem wise.

Sec. 11.—It shall be the duty of the Committee on Printing to arrange for the printing ordered by the General Assembly while in session, and to distribute all printed matter to be furnished the members of the General Assembly.

Sec. 12.—It shall be the duty of the Committee on Press to prepare and furnish such information to the public press concerning the transactions of the General Assembly as it may deem proper.

Sec. 13.—It shall be the duty of the Committee on Location of the General Assembly Session to hear the claims and propositions of the representatives of the various cities, and to recommend to the General Assembly a city in which to hold the next session.

Sec. 14.—It shall be the duty of the Committee on Rules to report as soon as practicable after its appointment, a form of procedure and a set of rules for the government of the session of the General Assembly.

Sec. 15.—All committees shall make their final reports in writing in duplicate form.

ARTICLE IX.—RULES OF ORDER.

Section 1.—Roberts' Rules of Order shall govern the deliberations of the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA when they do not conflict with the constitution and by-laws.

ARTICLE X.—SEAL.

Section 1.—The official seal of the General Assembly shall be circular in form, and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all of-

ficial documents, circulars and papers emanating from the General Assembly and its executive officers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI.—GENERAL OFFICERS.

Section 1. The General Officers shall be:

A President.

A Vice-President.

A General Secretary-Treasurer.

And a General Executive Board, consisting of five members, no two of whom shall be members of the same local.

Sec. 2.—General Officers shall be amenable only to the General Executive Board during their term of office.

Sec. 3.—The General Officers shall be elected by a majority vote at the biennial session of the General Assembly, or at any special session of it, if deemed wise, and shall serve until their successors are duly elected.

ARTICLE XII.—PRESIDENT, DUTIES OF.

Section 1.—The President shall devote his entire time to this Union, and it shall be his duty to preside at all sessions of the General Assembly, and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of this Union and shall call to account any member of the Union or any local violating the same.

Sec. 3.—He shall select the password for each quarterly period, and shall communicate the same to the presidents of the various locals by cipher.

Sec. 4.—He shall grant charters to locals and shall have power to suspend the same for cause, by and with the consent of the General Executive Board.

Sec. 5.—He shall pass upon and approve or reject the by-laws of locals, and such by-laws shall not be effective until approved by the President.

Sec. 6.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts, and shall pay such salaries as the General Executive Board may determine.

Sec. 7.—He may, with the consent of the General Executive Board, suspend from office any officer of a local, but such suspension shall not deprive such officer of any of his rights as a member of the Union. The excessive use of intoxicating liquors by any officer shall be held sufficient cause for removal.

Sec. 8.—He shall devote as much of his time as possible to organizing. He may appoint and employ organizers at such salary as the General Executive Board may determine.

Sec. 9.—Upon receiving an official statement of a grievance from a General or District Chairman, or Board of Adjustment, the President shall, in conjunction with the proper committee, renew all honorable methods to effect an amicable and satisfactory adjustment. Failing in this, the President and the General or District Committee or Board of Adjustment shall have authority to

order a strike: Provided, that such action is agreed upon by two-thirds of the committee interested. In the event of a strike, the President shall be the recognized leader and shall have authority to command the entire resources of the Reserve Fund. The agency hereinbefore authorized to sanction a strike shall also have the authority to declare a strike at an end.

Sec. 10.—The President shall have authority to appropriate such moneys from the Reserve Fund for legal advice and other expenses as in his judgment may be necessary for the successful prosecution of a strike.

Sec. 11.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may require concerning matters pertaining to the affairs of this Union.

Sec. 12.—He shall give a bond satisfactory to the General Executive Board, which shall be held in trust by it, and at the end of his term of office he shall make a full and complete report to the General Assembly of all his official acts, together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 13.—He shall employ the clerical help necessary to conduct the business of his office, and shall pay such salaries as the General Executive Board may determine.

ARTICLE XIII.—VICE-PRESIDENT, DUTIES OF.

Section 1.—A Vice-President shall be nominated and elected as provided in this constitution, and shall hold office until his successor is duly

selected and qualified. He shall in all respects perform the duties of the President in his absence, or when incapacitated, and shall at all times render him such other assistance as he may direct.

ARTICLE XIV.—GENERAL SECRETARY-TREASURER, DUTIES OF.

Section 1.—It shall be the duty of the General Secretary-Treasurer to keep an accurate record of the proceedings and transactions of the biennial and all special conventions while in session; to preserve the archives of the Union, and perform such other duties as may be designated by the constitution.

Sec. 2.—He shall receive all moneys due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the official organ at all times.

Sec. 3.—He shall receive all applications for charters to establish locals, and when accompanied by the required fee he shall forward such application to the President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all locals, with the dates of their organization, their time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General Assembly, and shall provide himself with all the books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of locals and notification of the election of Delegates and Alternates he shall immediately mail to the Delegates-elect certificates bearing his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and shall pay such salaries as the General Executive Board shall deem proper.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions, and shall furnish the Committee on Credentials with all desired information.

Sec. 10.—He shall furnish a bond satisfactory to the General Executive Board, indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion, said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official reports,

credentials, seals, books, report blanks, stationery and supplies, with constitutions and laws and other matter ordered by the locals, General Officers or General Executive Board, to be printed and kept in stock, and shall be the custodian thereof, and shall furnish the same upon requisition. Receipts for dues issued to members by local Secretaries shall only be written on the form supplied by the general office.

Sec. 12.—He shall furnish quarterly membership cards, such cards to be issued direct to the members by the General Secretary-Treasurer upon receipt of reports accompanied by full remittances from the local Secretary-Treasurer. Cards to be of uniform make, design and lettering, and bear the emblem of the Union and facsimile signatures of the President and General Secretary-Treasurer.

He may also provide a suitable semi-annual and annual card for any member desiring to pay dues in advance for such periods.

A charge of \$1.00 shall be made for all duplicate cards furnished.

Sec. 13.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 14.—He shall devote his entire time to the interests of the Union and shall receive as compensation for his service a salary to be fixed by resolution at the biennial convention.

Sec. 15.—When absent from his headquarters in the interests of the Union he shall receive

reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 16.—At each regular session of the General Assembly he shall render a full and complete report of all his official acts and an accurate and comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities.

ARTICLE XV:—GENERAL EXECUTIVE BOARD, DUTIES OF.

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be members of the same local.

Sec. 2.—It shall fill all vacancies in that body and shall also fill any vacancies of general officers, except that of President.

Sec. 3.—It shall have appellate jurisdiction when the biennial convention is not in session, and its decision shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least five days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the General Secretary-Treasurer, with the assistance of a bonded expert accountant, and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the General Secretary-Treasurer to be audited by a bonded expert accountant each six months, or oftener, in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employes of the General Assembly.

Sec. 7.—Should any general officer fail or refuse to perform the duties prescribed by the constitution, it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal. The excessive use of intoxicating liquors by any officer shall be held sufficient cause for removal.

Sec. 8.—Should charges be preferred against any general officer, the Board shall have full authority and power to investigate such charges and may take summary action in any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the local of which he is a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Execu-

tive Board shall be custodian of the bonds of the general officers.

ARTICLE XVI.—GENERAL ASSEMBLY REVENUE.

Section 1.—The revenue of the General Assembly shall be derived as follows:

1. One dollar of each initiation fee.
2. One dollar of each member's quarterly dues.
3. All profits on sales of supplies to the locals.
4. Special assessments levied by the General Executive Board.

Sec. 2.—The General Assembly proportion of quarterly dues shall be apportioned as follows:

Seventy-five cents to the General Fund, and twenty-five cents to the Commercial Telegraphers' Journal.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—The Journal Fund shall be credited to and used in publishing the official organ.

Sec. 5.—All moneys received and for which there is no provision made shall be credited to the General Fund.

ARTICLE XVII.—SALARIES.

Section 1.—The salaries of the President and General Secretary-Treasurer shall be fixed by resolution at the biennial convention.

Sec. 2.—Members of the General Executive Board and Delegates to the annual convention of the American Federation of Labor shall be paid five dollars per diem and actual expenses while engaged in the business of the Union.

ARTICLE XVIII.—OFFICIAL JOURNAL.

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS' JOURNAL," published monthly under the management and editorship of the General Secretary-Treasurer, and the policy of the several departments shall be in accord with that of the President.

Sec. 2.—There shall be maintained in The Journal departments of an editorial and literary character, calculated to promote the general welfare of the Union and the moral and intellectual character of its members. Also notices of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The General Secretary-Treasurer shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it shall be mailed regularly to him, provided that the subscription price of one dollar per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal shall be under the direction of the General Secretary-Treasurer.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of the Union and the proceeds derived from its publication after all expenses have been paid shall divert to the General Fund of the Union.

The cost of The Journal shall not be permitted to exceed the regular per capita subscription without the consent of the General Executive Board.

Sec. 7.—No local or member thereof shall issue any paper, journal or magazine representing the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, or any portion of the membership of the same.

Except in case of locals addressing their own members, no local nor any member or members of the Union shall issue any circular or petition to locals or members of the Union without the same being first approved by the President, which certificate shall be attached to and accompany the circular or petition: Provided, this does not apply to Article XXXI of the Constitution.

Sec. 8.—The General Secretary-Treasurer shall make a separate annual report to the General Assembly of the revenues and expenditures of The Commercial Telegraphers' Journal, as well as a report to the biennial convention.

ARTICLE XIX.—CHARGES, TRIALS AND APPEALS.

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers' Union of America. Such charges must be made in writing and must be filed with the Chairman of the General Executive Board.

The Chairman shall at once notify the accused, furnishing him with a copy of the charges, and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall

be subject to the action of the next convention, but shall be final in the interim.

Sec. 2.—In any case where witnesses are located in remote places, or if they may be unable to appear before the Board, the testimony may be taken in writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 3.—When such procedure is necessary notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XX.—DELEGATES TO THE AMERICAN FEDERATION OF LABOR.

Section 1.—Delegates to the American Federation of Labor shall be elected at the biennial convention of the General Assembly.

LAWS GOVERNING LOCAL UNIONS

ARTICLE XXI.—LOCALS, HOW FORMED.

Section 1.—Fifteen or more persons eligible to membership may, with the approval of the President and General Secretary-Treasurer, organize themselves into a local: Provided, however, that not more than one local shall be established in the same city without the consent of the previously existing local.

OFFICERS.

Sec. 2.—The officers of a chartered local shall consist of a local President, local Vice-President, local Secretary-Treasurer, such other officers as the local may deem necessary, and a local Executive Board of not more than nine members, se-

lected, as far as practicable, in the following manner: One press telegrapher, one broker telegrapher, and one telegrapher from each of the two largest commercial telegraph companies, and one from the branches of service not enumerated.

OFFICERS.—DUTIES OF.

Sec. 3.—It shall be the duty of the local President to preside at all meetings of the local, preserve order therein, decide all questions of order, subject to appeal to the local, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—The local Vice-President shall, in the absence of the President, perform all the duties appertaining to the office.

Sec. 5.—It shall be the duty of the local Secretary-Treasurer to keep a true record of the proceedings of the local, conduct the correspondence of the local, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the General Secretary-Treasurer of the Union. He shall receive all funds of the local from whatsoever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the General Secretary-Treasurer); have charge of and hold in trust the seal and all books, papers and moneys, keeping a just and true account thereof. He shall deposit the funds of the local from time to time in such bank or trust company and in such a manner as the local may decide. He shall pay all orders drawn by the local President by order of the

local, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, suspended, expelled and deceased, with date and causes, together with a true statement of the funds received and disbursed. He shall render a report to the General Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initiation fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other local properties in his possession.

LOCAL ACCOUNTS—AUDIT OF.

Sec. 6.—The local President and the local Executive Board shall audit the accounts of the local Secretary-Treasurer whenever a change in that office occurs, and also during the months of January and July of each year for the preceding period. They shall also verify the bank balance on deposit. The Auditing Committee as named above shall report its findings in writing at the next regular or special meeting. The local President shall attest a copy of the committee's report and immediately forward same to the General Secretary-Treasurer.

The General Secretary-Treasurer shall have authority at any time to examine the books of any local Union in person or by deputy.

LOCAL EXECUTIVE BOARD—DUTIES OF.

Sec. 7.—The local Executive Board members,

in addition to the duties hereinbefore provided, shall be chairman of the Grievance Committee representing their branch of the service, and may appoint a sub-committee to assist them in adjusting grievances, and shall perform such other duties as the local may direct.

The members of the local Executive Boards of a district shall comprise the District Board. The members of the District Board representing the same branch of service shall serve as the District Committee of that service. They shall elect, during the month of May of each year, a District Advisory Committee of five members, one from each of the respective branches. Members of the Advisory Committee shall serve as District Chairmen.

The District Chairmen of a division shall serve as the Division Committee.

Sec. 8.—The District Committee shall have jurisdiction over all grievances which may arise in their territory affecting more than one office, or any grievance which may be referred to them affecting their district.

The Division Board shall have jurisdiction over all grievances which may arise in their territory affecting two or more districts and any grievance which may be referred to them affecting their division.

ELECTION OF OFFICERS.

Sec. 9.—The officers of the locals shall be annually elected by ballot at the first regular meeting of the local in April of each year, and shall assume the duties of their office on the first day of May of each year. Delegates to the biennial

convention shall be elected at the regular meeting for the election of officers preceding the session of the biennial convention. Vacancies shall be filled as the local may determine.

LOCALS—POWERS OF.

Sec. 10.—Locals shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, all rights of appeal to the General Executive Board and the biennial convention being reserved.

BOARDS OF ADJUSTMENT.

Sec. 11.—Members employed on a system of wires other than those commonly known as commercial companies may, with the approval of the President, establish a Board of Adjustment, to consist of three of their number, whose jurisdiction shall extend over all telegraphers directly employed by such a system.

Sec. 12.—The Board of Adjustment shall work in co-operation with the Division Committees having jurisdiction over the territory to which the system extends, but shall have full jurisdiction over grievances affecting the employes they represent, subject to the laws of the Union.

Sec. 13.—The General Secretary-Treasurer shall mail to each member employed by such system, not later than February 15 of each year, a blank for nominations for members of the Board of Adjustment, which must be returned not later than March 1.

Upon receipt of nominations he shall prepare a list of candidates nominated by at least three members interested, and mail the same not later

than March 15 to aforesaid members for the election of a committee. Ballot to close April 15, members to take office May 1, and serve until their successors have been duly elected and installed by the President.

REVENUE.

Sec. 13.—The revenue of locals shall be derived as follows:

1. Initiation fee of not less than two dollars per member.
2. Dues of not less than one dollar and seventy-five cents per quarter.
3. Such assessments as may be levied by the local.

SEAL.

Sec. 15.—Each local shall be provided with a seal by the General Secretary-Treasurer, with the name and number of the local and the words: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA" on the margin, and all official papers emanating from the local shall bear an impression of its seal.

BY-LAWS.

Sec. 16.—Locals may enact such by-laws as may be necessary and which do not conflict with the constitution.

INITIATIONS.

Sec. 17.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of this Union.

Sec. 18.—Any duly accredited organizer may,

where no local exists, obligate and initiate applicants for membership, such applicants being assigned to whatever local they may select, or to the unattached membership list, upon specifying their desire.

ARTICLE XXII.—CHARGES.

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A——— B———, do hereby charge C——— D———, a member of Local No. —, Commercial Telegraphers' Union of America, with unbecoming conduct (or violation of his obligation, as the case may be), to-wit: In that the said C——— D——— did on or about the — day of —, A. D. — (here state the offense in brief and concise language).

When the charge is for a continued time the specifications may read, "and habitually since that time." Otherwise there must be a separate specification for each action.

The charge must be certified to, if preferred by a member, as follows: "I do hereby declare, upon my honor as a member of the Commercial Telegraphers' Union of America, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When charges are preferred against

any member the local President shall appoint a suitable member as commissioner to take testimony that either party may offer in relation to the case. The commissioner shall, immediately after his appointment, furnish the accused with a copy of the charges by personal service, when possible, otherwise by registered letter to the last known address of the accused, and shall, within twenty days, proceed to take the testimony, first giving each party ten days' notice of the time and place of meeting for that purpose. The plaintiff and the defendant may appear in person and may also be represented by counsel, but counsel representing either party must be members of the Union in good standing. If the person preferring the charges is a member, he shall act as prosecutor, unless relieved by the local President, in which case the local President shall appoint some member to act as prosecutor. If the person preferring the charges is a non-member, the local President shall appoint some member to prosecute the charges. Testimony shall be affirmed to by members on their honor, and that of non-members upon oath, duly administered by a civil officer. The testimony shall be taken down in full, and the commissioner shall make note of any objection made. The testimony shall be written in ink or on typewriter, and each sheet signed by the witness. The plaintiff must first make out his case.

After taking all the testimony offered the commissioner shall certify the same and report to the local. At the time of trial no additional witnesses shall be permitted to testify, but counsel may examine. After the close of the trial the

local may debate the question for a limited time, but both plaintiff, defendant and their counsel shall retire previous to such debate and shall not be readmitted until after the ballot determining the guilt or innocence and fixing the penalty have been taken. The question of guilt shall be determined and penalty fixed by a secret ballot, and a two-thirds vote shall be required to establish the same.

Penalties shall be balloted upon in the following order: First, expulsion, and should the vote fail, another ballot shall be taken on suspension. Should the ballot fail again, the local President shall reprimand the member, if present, or, if not, shall write a reprimand, which shall be entered on the minutes and a copy mailed the offender.

No expelled member shall be eligible for readmission in less than one year from the date of his expulsion.

ARTICLE XXIII.—CHARTERS.

Section 1.—Charters shall be issued by the General Assembly, signed by the President and the General Secretary-Treasurer, under the seal, to locals properly organized with seven or more members, on payment of five dollars' fee, and shall be of such form as the General Secretary-Treasurer may determine, and such sum shall revert to the General Fund.

ARTICLE XXIV.—GOOD STANDING.

Section 1.—A member neglecting or refusing to pay dues three months in advance in full is not in good standing sixty days after the expiration of the previous quarterly period.

Sec. 2.—A member delinquent in dues for a period of six months shall be dropped from the roll of the local Union without further notice. A member not in good standing is not entitled to receive The Journal, vote in his local Union, nor shall the local Executive Board exercise itself in his behalf in case of grievance.

ARTICLE XXV.—ANNUAL REPORT.

Section 1.—All local Unions shall file an annual report with the General Secretary-Treasurer within sixty days from the close of the fiscal year, April 30, giving such information regarding its membership and finances as may be required by the General Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A local Union shall be deemed not in good standing when four months have elapsed since its last report to the General Secretary-Treasurer, and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a local Union, which for any reason surrenders its charter, becomes defunct or otherwise, shall revert to the General Assembly and shall be held in trust until the end of the fiscal year, when it shall be credited to the General Fund.

ARTICLE XXVI.—MEMBERS, DUTIES OF.

Section 1.—This Union expects a conscientious discharge of duty on the part of every member to an employer, with the spirit of co-operation and a thoroughness in business which will al-

ways distinguish the work of its members from non-members.

Sec. 2.—It shall be the duty of all members to attend regularly the meetings of their locals whenever possible.

Sec. 3.—Members shall render all assistance possible to fellow members in securing work.

ARTICLE XXVII.—GRIEVANCES.

Section 1.—Any member considering that he has been unjustly dealt with by his employer, or that he is otherwise aggrieved, shall report the same in writing at a meeting of the local having jurisdiction, or to the Chairman of the Board of Adjustment, and if deemed a proper subject for investigation, the matter shall be considered by the proper committee, provided that if it be deemed wise by the committee referred to, the aggrieved party shall first present his case to the officials of the district in which he is employed, in their regular order, before the same is taken up by the committee or Board of Adjustment.

If the committee or Board of Adjustment deems the grievance an improper one, and the member is dissatisfied with their decision, he may appeal to the President.

Sec. 2.—The local Executive Board, District Committee or Board of Adjustment receiving a grievance shall carefully and impartially examine all matters referred to it, and proceed to adjust the same as soon as practicable thereafter, on a basis of equity and justice, and every honorable method shall be exhausted in effecting an amicable and satisfactory adjustment of the difficulty.

Sec. 3.—In their efforts to adjust a grievance they shall present the same to the employer having jurisdiction, and then to the higher officials in their regular order; and after the highest official or member of the firm within their jurisdiction has been reached, in the event of their failure to satisfactorily adjust the same, it shall be referred to the Division Committee or the President, together with all papers in the case and a full and complete statement of the proceedings of the Board or committee therein.

Sec. 4.—It shall be unlawful for members of this organization to present any proposed contract, set of rules or schedule to their employers unless a majority of the telegraphers affected thereby are members of the Union in good standing.

Sec. 5.—Any member or members inciting a strike or participating therein, except as provided in the laws of the Union, shall, upon conviction thereof, be expelled.

ARTICLE XXVIII.—CONTRACTS.

Section 1.—No local shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the President of the Union.

ARTICLE XXIX.—LOCAL SUPPLIES.

Section 1.—Supplies shall be furnished to the locals by the General Secretary-Treasurer, and each order must be accompanied by a remittance in full.

ARTICLE XXX.—TRANSFERS.

Section 1.—A member wishing to transfer to another local shall deposit his unexpired membership card with the Secretary of the local he wishes to join, and if his membership be acceptable to such local, the local Secretary-Treasurer shall forward the unexpired local card thus deposited to the General Secretary-Treasurer with his weekly increase and decrease report bearing the member's name.

A member employed in the territory of a local shall be transferred to that local within sixty days by the General Secretary-Treasurer.

ARTICLE XXXI.—AMENDMENTS.

Section 1.—This constitution may be amended by a majority vote in the biennial convention, or between conventions it may be amended by the following form of initiative: Ten locals may join in an amendment which shall be forwarded to the General Secretary-Treasurer, who shall furnish copies of said amendment to the President of each local, and if two-thirds of the locals in good standing voting favor the proposed amendment, it shall become part of the constitution.

Sec. 2.—All amendments submitted to locals as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents of locals.

MUTUAL BENEFIT DEPARTMENT
OF THE
Commercial Telegraphers' Union
of America

ARTICLE I.—TITLE AND GOVERNMENT.

This department shall be known under the name and title of the Mutual Benefit Department of the Commercial Telegraphers' Union of America, and shall be under the control and government of the General Assembly of the Commercial Telegraphers' Union of America.

ARTICLE II.—AIM.

Its aim is to benefit the families and any person or persons having an insurable interest in the lives of deceased members of the Commercial Telegraphers' Union of America, as defined by Article 22 hereof.

ARTICLE III.—CERTIFICATES.

The certificates issued by the Mutual Benefit Department shall be in form and terms as approved by the Insurance Committee hereinafter named, not inconsistent with these laws, and shall be divided into three series, as follows:

Series A shall consist of certificates limited to \$300.00.

Series B shall consist of certificates limited to \$500.00.

Series C shall consist of certificates limited to \$1,000.00.

ARTICLE IV.—MEMBERS.

Any member of the Union who is in good standing and satisfactory physical condition may become a member of this department, as provided in these laws, and according to the following provisions:

Members under forty-five years of age at the time of becoming members of the department shall be eligible to one certificate and no more, in either of the three series, A, B, or C. Members over forty-five years and not over fifty years of age at the time of becoming members of this department shall be eligible to Series A or B only. Members over fifty years and not over sixty years of age at time of becoming members of this department shall be eligible to Series A only. Members over sixty years of age shall not be eligible to membership in the Mutual Benefit Department. No member will be given more than one certificate.

This department reserves the right to place any applicant in a series lower in amount than that applied for, or to which the applicant may be eligible, whenever the proper officers in charge of the department consider such action justified by the health record furnished with the application.

ARTICLE V.—OFFICERS.

The officers of this department shall consist of an Insurance Committee, a President and a General Secretary-Treasurer. The insurance Committee, which shall be the General Executive Board of this Union, shall be elected by the General Assembly. The President of the Union shall be, ex-officio, the President; the General Secretary-Treasurer of the Union shall be, ex-officio, the General Secretary-Treasurer.

ARTICLE VI.—THE INSURANCE COMMITTEE.

All death claims shall be examined and passed upon by the Insurance Committee, and no claim shall be paid until approved by a majority of the Committee. Any member or claimant who is dissatisfied with any decision made by the President or the Insurance Committee may appeal to the General Assembly of the Union. Provided, an appeal from their decision must be taken within ninety days from the date of receiving notice of the decision to be appealed from.

The Insurance Committee shall decide any and all questions that may arise, subject to appeal to the General Assembly. The Com-

mittee shall elect one of their number as Chairman, who shall submit, biennially, to the General Assembly a written report of all business transacted by the Committee.

ARTICLE VII.—THE PRESIDENT.

The President shall be the executive head of the department.

ARTICLE VIII.—THE GENERAL SECRETARY-TREASURER.

The General Secretary-Treasurer shall keep a true record of all the business of the department, a register of the members, with the number and date of each certificate issued; receive and hold in trust all funds of the department, and for each approved claim he shall as soon as possible pay to the proper person or persons such amount as may be realized from an assessment levied for the purpose of paying the claim. Provided, the amount paid shall in no case exceed the amount for which the member was insured. He shall submit a correct report biennially, or oftener, if required by the Insurance Committee, of business transacted by him, number of members and the condition of the department, and exhibit proper vouchers and receipts for all expenditures. His books shall at all times be subject to the inspection of the Insurance Committee or any person appointed by them.

ARTICLE IX.—APPLICATIONS.

All applications for membership must be made in writing to the General Secretary-Treas-

urer upon a blank, approved by the Insurance Committee, and be forwarded to the General Secretary-Treasurer (invariably accompanied by the required fee), certified to by the applicant as to the truth of the application. All questions asked in the application can be accepted by the department, and the application, together with each and every statement contained therein, shall constitute the basis and form a part of the agreement for insurance between the applicant and the department. The department shall have the right to reject any application, and any member of the department may protest against the admission of any person.

When the application is in due form, there being no protest, and the President and General Secretary-Treasurer know of no cause why a certificate should not be issued, they shall immediately issue a certificate in accordance with Article 11. When a protest is entered against the admission of any person, all papers shall be referred to the Insurance Committee, but any person may appeal from their decision, as provided in Article 6.

If such application for insurance is rejected, such rejection shall in no way affect membership in the Union.

Members of the Union whose dues and assessments are not fully paid within sixty days from the beginning of the quarterly dues periods shall forfeit their membership in the Mutual Benefit Department without further notice.

ARTICLE X.—FRAUDULENT STATEMENTS.

Fraudulent or false statements made to pro-

cure the issuance of a certificate shall be sufficient cause for the revocation of the same or the non-payment of any claim arising thereunder.

ARTICLE XI.—MEMBERSHIP.

Applicants for membership, if accepted, shall be duly accredited as members, and their insurance shall be in effect at and from twelve o'clock, noon, of the date upon which their application is accepted by the department, and certificate must be dated to correspond.

ARTICLE XII.—EXCHANGING CERTIFICATE.

Any member who shall file a request upon a blank provided for that purpose may exchange the certificate held by him for a certificate for a less amount, and upon the filing of such request in proper form, the surrender of the certificate held, and the payment of all assessments due thereon, and paying the sum of one dollar, transfer fee, the General Secretary-Treasurer shall immediately issue a certificate for the amount specified to the member making such request, and such certificate shall be dated and take effect upon the date on which the exchange is made. Any member may exchange the certificate held by him for a certificate for a greater amount, provided he is entitled to such greater amount under the provisions of Article 4 of these laws, and is in satisfactory physical condition, by making application on regular blank application for membership, surrendering the certificate held, paying all assessments due thereon, and paying the sum of one dollar, trans-

fer fee, and the certificate surrendered shall become void on the date the new certificate takes effect. If any application for exchange of certificate for a greater amount is rejected, the surrendered certificate shall remain in full force and the transfer fee shall be returned, together with the surrendered certificate.

ARTICLE XIII.—FEES.

The fee for membership must in all cases accompany the application for membership, and no application shall be accepted or certificate issued by the General Secretary-Treasurer until the fee is received by him. Such fee shall be one dollar for Series A, B or C. All amounts received for fees shall be placed to the credit of the expense account.

ARTICLE XIV.—ASSESSMENTS AND FORFEITURES.

Not later than the 15th day of December in each year the General Secretary-Treasurer shall mail to each member of the department, at the last given address as shown in the books in his office, notices, advising him that on the first day of each month for the succeeding year he is required to pay an assessment of twenty-five cents for certificates in Series A, forty cents for certificates in Series B and eighty cents for certificates in Series C.

Should the amount of the assessment thus provided prove insufficient to pay the approved claims against the department, the General Secretary and consent of the Insurance Committee, levy retary-Treasurer shall, by and with the advice

extra or special assessments in such sums as are directed, and of which he shall mail notice to each member of the department. If any of the above assessments are not paid at the office of the department within two calendar months from the date of the notice thereof, the certificate or certificates upon which such payments have not been made shall thereupon become forfeited, together with all rights to any benefit thereunder, without further notice. If after the approved claims against the department for the year are paid there shall be in the treasury to the credit of the fund a surplus which shall render such action consistent, one or more assessments may be suspended or omitted from the notices of the following year.

The sending of any notice of assessment shall not in any case constitute, or be considered as, a waiver of any previous unpaid assessment.

ARTICLE XV.—READMISSIONS.

Members who forfeit their membership in the Mutual Benefit Department can only be readmitted as new members by complying with all the requirements of Articles 9 and 13 of the Mutual Benefit Department laws, and the laws of the Union governing the admission of new members.

ARTICLE XVI.—DEATH CLAIMS.

When the death of a member of the Department occurs, proof of such death shall be made upon blanks, furnished by the General Secretary-Treasurer, in accordance with the instruc-

tions of the Insurance Committee, and the claim shall be paid after being submitted to the Insurance Committee and approved by them. Claims for benefit and proof of death must be filed within one year from date of death, and unless claim and proof is so filed with the General Secretary-Treasurer within one year from the date of death, this Department shall be relieved of any liability arising from or growing out of such claim.

ARTICLE XVII.—DISABILITY—INABILITY TO PAY ASSESSMENTS.

Should a member of the Department become totally and permanently disabled from performing any labor, and shall furnish satisfactory proof of the same to the Insurance Committee on a blank provided for the purpose, the Insurance Committee may order his assessments in the Mutual Benefit Department paid from the expense fund of the Department, charging same against such member's certificate, and deducting all such sums from his benefit when finally paid, provided that proper authority be given by the holder of the certificate for such payment and deduction.

ARTICLE XVIII.—ADDRESS OF MEMBERS.

It is the imperative duty of every member to notify the General Secretary-Treasurer of any change in his address, and the department shall not be responsible for any delinquencies which may occur through any failure to notify the General Secretary-Treasurer of change of address.

ARTICLE XIX.—DESIGNATE PERSONS TO WHOM BENEFITS ARE PAYABLE.

All assessments are payable at the office of the department, and must be forwarded by the member direct to the General Secretary-Treasurer. Any remittance made in payment of assessments may be applied to unpaid assessments, previously due. The applicant must designate in his application some person or persons to whom benefit shall be paid in event of his death, and the General Secretary-Treasurer shall enter such designated name or names upon the register of the department, and also upon the certificate of membership. Any member desiring to make a change in the named beneficiary may do so with the consent of the department by making request for such change on a blank provided for that purpose and returning the certificate for necessary changes and the payment of one dollar, provided no benefit shall be made payable to anyone not having an insurable interest in the life of the member.

ARTICLE XX.—DUPLICATE CERTIFICATES.

The General Secretary-Treasurer shall, upon application upon a blank provided by him, issue a certificate to replace any which may have been lost or destroyed, upon the payment of one dollar. Such certificate must be plainly marked "Duplicate," and notation of the issue must be made upon the register, giving date.

ARTICLE XXI.—NOTICE OF ASSESSMENT.

The notice of assessment shall be written or

printed, or partly written and partly printed, and placed in an envelope, properly addressed to the member for whom it is intended as his address is shown on the books of the department, one full rate of postage paid thereon, and deposited in the postoffice. The envelope in which such assessment notices are enclosed must have a printed return card thereon. All notices of assessment shall be printed in *The Commercial Telegraphers' Journal*. To insure proper credit being given, members must return the notice of assessment with their remittance, and the department shall not be responsible for any error that may occur in consequence of failure on the part of any member to return any notice. The General Secretary-Treasurer will, upon receipt of remittance, immediately give the proper credit and mail to the member a receipt for the same, which may be written or printed, and upon which such information relative to the department as is consistent may be printed.

ARTICLE XXII.—BENEFITS—To WHOM PAYABLE.

Payment of death benefits shall only be payable to the families, heirs, blood relations, affianced wife of, affianced husband of, or to persons dependent upon, the member. Provided, that the member having no wife or children living, may, with the consent of the General Assembly, make a charitable institution his beneficiary.

In default of the above, the expenses of the

last sickness and funeral of the deceased shall be paid by the General Secretary-Treasurer. Provided, no other provision has been made for the payment, and further provided, that bills for the same are approved by the Insurance Committee. In no case shall the amount so paid exceed the benefit, and the bills for such expenses shall be paid in the order of their presentation to the General Secretary-Treasurer. Any balance remaining after this article has been complied with shall revert to the expense fund of the department.

No part of the Mortuary Fund created by assessments shall be paid out, loaned or diverted for any purpose whatever, except for the payment of approved death claims.

ARTICLE XXIII.—MONEY—HOW FORWARDED.

All moneys must be forwarded by draft, express or postoffice order, and all charges for expressage, collection or exchange must be prepaid.

ARTICLE XXIV.—AMENDMENTS.

These laws can only be repealed, altered or amended in accordance with the provisions of Article XXXI of the Constitution.

ARTICLE XXV.—HEIGHTS AND WEIGHTS.

The following table of heights and weights will govern the acceptance of applications for membership in the Mutual Benefit Department, except when no objection to the acceptance of the applicant appears other than excessive or light weight, in which case the Insurance Committee may, on sworn certificates from at least

two reputable physicians, made upon blanks furnished by the Committee, showing to the satisfaction of the Committee a satisfactory physical condition on the part of the applicant, accept such applicant:

Height.	—Weight—	
	Light.	Heavy.
5 feet	92	177
5 feet 1 inch	96	181
5 feet 2 inches	100	185
5 feet 3 inches	104	189
5 feet 4 inches	108	195
5 feet 5 inches	112	202
5 feet 6 inches	114	206
5 feet 7 inches	116	208
5 feet 8 inches	120	215
5 feet 9 inches	124	221
5 feet 10 inches	128	228
5 feet 11 inches	132	234
6 feet	136	241
6 feet 1 inch	140	247

Six pounds to the inch added for a person over six feet one inch in height.

An allowance of four pounds from minimum weights shown in the foregoing table may be made in considering applications of women.

SPECIAL RULES OF ORDER.

The following rules shall govern sessions of the General Assembly:

SESSIONS OF GENERAL ASSEMBLY.

The daily sessions of the General Assembly shall be from 9 a. m. to 12:30 p. m., and from 2 p. m. to 5:30 p. m.

ORDER OF BUSINESS.

1. Opening ceremony.
2. Roll call.
3. Reports of General Officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New business.
9. Election of General Officers.
10. Installation ceremony.
11. Closing ceremony.

ROLL CALL.

The roll of general officers and delegates shall be called at the opening of each session of the General Assembly, and a correct record of the same kept, and those absent at roll call shall be shown in the proceedings of each day's session.

RECORDED VOTE.

The roll shall be called and the vote of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegate.

LIMIT OF DEBATE.

Any General Officer or Delegate desiring to speak on a question before the General Assembly shall arise and address himself to the President, giving his name, and if a delegate the number of his local, and, on being recognized, shall proceed, confining himself to the question under consideration, avoiding all personalities. No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard, nor for a longer period than *ten minutes* at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration, in which case he shall be allowed to close the debate.

AMENDMENTS.

When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further amendments shall be in order except a substitute and one amendment to the substitute. No amendment shall be in order that has for its object

the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION.

If the previous question is moved the question shall be, "Shall the main question be now put?" which shall be put to the General Assembly without debate. If carried by a majority vote no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS.

When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.
5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Which several motions shall have precedence in the order named herein.

A motion to fix the day or time to which the General Assembly shall adjourn, to adjourn and to take a recess shall always be in order.

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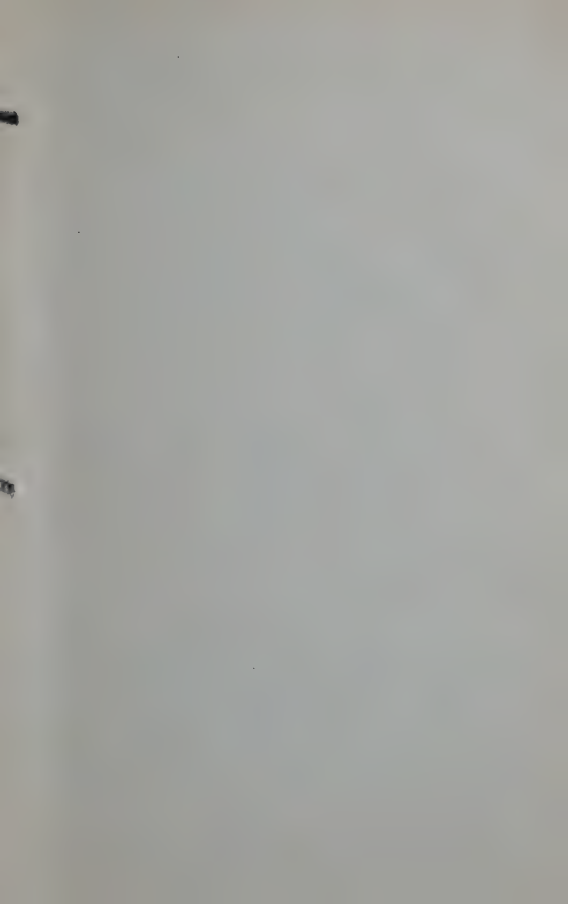
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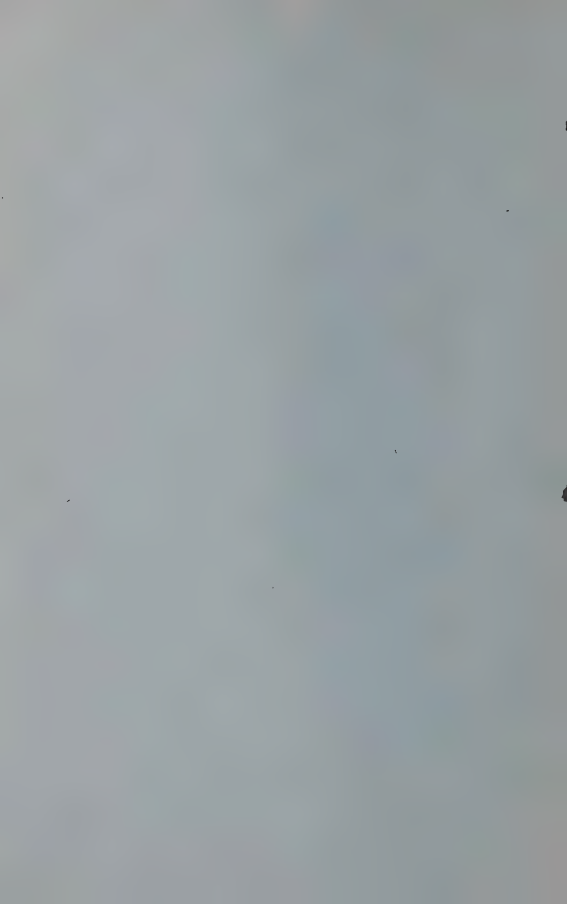
Constitution

THE COMMERCIAL
TELEGRAPHERS'
UNION *of* AMERICA



General Offices, - Chicago





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1910

CONSTITUTION
OF THE
COMMERCIAL TELEGRAPHERS'
UNION OF AMERICA



Adopted at the First Regular Convention, held at New York, July 19, 1903 and Revised at the Second Annual Convention held at St. Paul, Minn., July 19-24, 1904. Revised and amended at the Third Regular and First Biennial Session, held at Cincinnati, Ohio, May 7-12, 1906. Amended at the Special Session held at Milwaukee, Wis., October 23-25. Amended at the Fourth Regular and Second Biennial Session held at Milwaukee, Wis., June 8-10, 1908, and at the Fifth Regular and Third Biennial Session held at Chicago, June 13-15, 1910.

PREAMBLE.

We, the COMMERCIAL TELEGRAPHERS OF AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who work at the trade of telegraphy, believing that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our objects:

To distinguish the work performed by members of the Union and make it preferred;

To discourage the indiscriminate teaching of telegraphy;

To protect, maintain and advance trade interests and secure better conditions of employment;

To establish and uphold a fair and equitable rate of wages;

To give all moral and material aid in its power to its members and those dependent upon them.

Therefore, we deem it compatible with individual rights to establish laws for the government of our Union, and we adopt and promulgate the following constitution:

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1910

CONSTITUTION

OF THE

NMS 99.15
Commercial Telegraphers'
Union of America

ARTICLE I.—NAME.

1910 Section 1.—This organization shall be known as the COMMERCIAL 'TELEGRAPHERS' UNION OF AMERICA.

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ARTICLE II.—JURISDICTION.

Direct of Section 1.—Its jurisdiction shall embrace all branches of the telegraph service other than those employed by railroads.

ARTICLE III.—ELIGIBILITY TO MEMBERSHIP.

Section 1.—Any white person of good moral character, who is over 16 years of age, and is actually employed as a commercial telegrapher, or as an operative connected with an automatic telegraph machine, bookkeeper or clerk in the commercial telegraph service, shall be eligible to membership: Provided, any commercial telegrapher of three years' experience, although not actually so employed, is eligible to membership.

ARTICLE IV.—HOW COMPOSED.

Section 1.—This organization shall be composed of subordinate units known as system divisions and district local Unions of not less than fifteen members, acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V.—GENERAL ASSEMBLY.

Section 1.—The supreme authority in the Union shall be vested in the General Assembly, and it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. In it alone is vested power to establish subordinate units of commercial telegraphers, and there is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article XXXI.

Sec. 2.—The General Assembly shall be composed of the General Officers, the General Executive Board and duly accredited delegates from the subordinate units elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

Sec. 3.—It shall divide the territory under the jurisdiction of the General Assembly into districts which may be assigned to subordinate units.

ARTICLE VI.—SESSIONS.

Section 1.—The General Assembly shall convene in regular session on the second Monday in

June, biennially, at 10 o'clock a. m., in such city as may be determined upon by the previous session.

Sec. 2.—Special sessions may be called at any time that the interests of the Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request of twenty-five subordinate units. Thirty days' notice of said special convention shall be given all subordinate units.

Sec. 3.—The officers of the General Assembly and members of the General Executive Board shall be delegates at large, and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by subordinate units unrepresented.

Sec 3A.—Delegates at large shall not be eligible to election as delegates from subordinate units.

Sec. 4.—When the roll of delegates-elect of subordinate units in good standing and entitled to representation is read by the Grand Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 5.—Only members of the Union in good standing shall be eligible to office, provided that none of the General Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 6.—The first business of the General Assembly shall be to nominate and elect by ballot,

by a majority vote, a committee of five, whose duty it shall be to name as soon as practicable the following committees, to consist of five members each, and it shall immediately name a committee of five on credentials:

Committee on Constitution.

Committee on grievances and appeals.

Committee on subordinate units.

Committee on state and national legislation.

Committee on Mutual Benefit Department.

Committee on general officers' reports.

And the following committees to consist of three members each:

Committee on resolutions and greetings.

Committee on finance and salaries.

Committee on official organ.

Committee on printing.

Committee on press.

Committee on ritual.

Committee on location of General Assembly session.

Committee on rules.

No member of the committee on committees shall be eligible to appointment on any committee appointed by that committee.

ARTICLE VII.—REPRESENTATION.

Section 1.—Each subordinate unit chartered at least thirty days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each one hundred members or majority fraction thereof.

Sec. 2.—The basis of representation shall be computed on the membership of the subordinate

unit in good standing at the end of the dues period immediately preceding the session of the General Assembly.

Sec. 3.—No subordinate unit shall be entitled to representation in the General Assembly which is indebted to the General Assembly or which shall fail to file annual reports, provided that this section may be suspended and the delegates of any subordinate unit be admitted if two-thirds of the members present vote in favor thereof.

Sec. 4.—Delegates to the General Assembly must be members of the Union in good standing and members of the subordinate unit which they represent. No member shall be eligible to election as delegate or as alternate until thirty days after admission to the subordinate unit, except in the organization of a new subordinate unit.

Sec. 5.—The prima facie evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the President and Grand Secretary-Treasurer of the Union.

ARTICLE VIII.—DUTIES OF COMMITTEES.

Section 1.—It shall be the duty of the Committee on Credentials to examine into the regularity of the election and credentials of the delegates and the right and title of the subordinate units to representation in the General Assembly.

Sec. 2.—It shall be the duty of the Committee on Constitution to prepare and present to the General Assembly such amendments to the constitution as may be necessary.

Sec. 3.—It shall be the duty of the Committee on Grievances and Appeals to carefully inquire into all grievances referred to it by the General Assembly, and it shall consider all cases of appeals from the decision of the President or the General Executive Board, and shall make a full and concise report thereon to the General Assembly, together with its recommendations in the matters considered.

Sec. 4.—It shall be the duty of the Committee on Subordinate Units to examine into their condition and standing, and recommend such changes as will better their condition.

Sec. 5.—It shall be the duty of the Committee on Mutual Benefit Department to inquire into the business done by, and the management of the department, and make such recommendations as they may deem proper for its improvement.

Sec. 6.—It shall be the duty of the Committee on State and National Legislation to consider matters presented to the General Assembly regarding legislative movements for the betterment of the condition of working men and women.

Sec. 7.—It shall be the duty of the Committee on General Officers' Reports to edit the reports of the various General Officers for publication in the minutes and to recommend action to be taken on matters covered therein.

Sec. 8.—It shall be the duty of the Committee on Resolutions and Greetings to answer greetings addressed to the General Assembly, and to prepare and introduce resolutions on matters referred to it by the General Assembly.

Sec. 9.—It shall be the duty of the Committee on Finance and Salaries to recommend the amount of salary to be paid the General officers.

Sec. 10.—It shall be the duty of the Committee on Official Organ to inquire into the condition of the Journal, and to make such recommendations for its improvement as the committee may deem wise.

Sec. 11.—It shall be the duty of the Committee on Printing to arrange for the printing ordered by the General Assembly while in session, and to distribute all printed matter to be furnished the members of the General Assembly.

Sec. 12.—It shall be the duty of the Committee on Press to prepare and furnish such information to the public press concerning the transactions of the General Assembly as it may deem proper.

Sec. 13.—It shall be the duty of the Committee on Location of the General Assembly Session to hear the claims and propositions of the representatives of the various cities, and to recommend to the General Assembly a city in which to hold the next session.

Sec. 14.—It shall be the duty of the Committee on Rules to report as soon as practicable after its appointment, a form of procedure and a set of rules for the government of the session of the General Assembly.

Sec. 15.—All committees shall make their final reports in writing in duplicate form.

ARTICLE IX.—RULES OF ORDER.

Section 1.—Roberts' Rules of Order shall govern the deliberations of the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA when they do not conflict with the constitution and by-laws.

ARTICLE X.—SEAL.

Section 1.—The official seal of the General Assembly shall be circular in form, and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all official documents, circulars and papers emanating from the General Assembly and its executive officers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI.—GENERAL OFFICERS.

Section 1.—The General Officers shall be:

A President.

A Vice-President.

A Grand Secretary-Treasurer.

And a General Executive Board, consisting of five members, no two of whom shall be members of the same subordinate unit.

Sec. 2.—General Officers shall be amenable only to the General Executive Board during their term of office.

Sec. 3.—The General Officers shall be elected by a majority vote at the biennial session of the General Assembly, or at any special session of it, if deemed wise, and shall serve until their successors are duly elected.

ARTICLE XII.—PRESIDENT, DUTIES OF.

Section 1.—The President shall devote his entire time to the Union, and it shall be his duty to preside at all sessions of the General Assembly, and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of the Union and shall call to account any member of the Union or any subordinate unit violating the same.

Sec. 3.—He shall select the password for each semi-annual period, and shall communicate the same to the presidents or general chairmen of the various subordinate units by cipher.

Sec. 4.—He shall pass upon and approve or reject all applications for charters for the establishment of subordinate units when received from the Grand Secretary-Treasurer, properly endorsed by him, and the President shall have power to suspend the same for cause, by and with the consent of the General Executive Board.

Sec. 5.—He shall pass upon and approve or reject the by-laws of subordinate units, and such by-laws shall not be effective until approved by the president.

Sec. 6.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts, and shall pay such salaries as the General Executive Board may determine.

Sec. 7.—He may, with the consent of the General Executive Board, suspend from office any officer of a subordinate unit, but such suspension shall not deprive such officer of any of his rights as a member of the Union. The excessive use of intoxicating liquors by any officer shall be held sufficient cause for removal.

Sec. 8.—He shall devote as much of his time as possible to organizing. He may appoint and employ organizers at such salary as the General Executive Board may determine.

Sec. 9.—Upon receiving an official statement of a grievance from a General or District Chairman, or Board of Adjustment, the President shall, in conjunction with the proper committee, renew all honorable methods to effect an amicable and satisfactory adjustment. Failing in this, the President and the General or District Committee or Board of Adjustment shall have authority to order a strike: Provided, that such action is agreed upon by two-thirds of the committee interested. In the event of a strike, the President shall be the recognized leader and shall have authority to command the entire resources of the Reserve Fund. The agency hereinbefore authorized to sanction a strike shall also have the authority to declare a strike at an end.

Sec. 10.—The President shall have authority to appropriate such moneys from the Reserve Fund for legal advice and other expenses as in his judgment may be necessary for the successful prosecution of a strike.

Sec. 11.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may require concerning matters pertaining to the affairs of the Union.

Sec. 12.—He shall give a bond satisfactory to the General Executive Board, which shall be held in trust by it, and at the end of his term of office he shall make a full and complete report to the General Assembly of all his official acts, together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 13.—He shall employ the clerical help necessary to conduct the business of his office, and shall pay such salaries as the General Executive Board may determine.

ARTICLE XIII.—VICE-PRESIDENT, DUTIES OF.

Section 1.—A Vice-President shall be nominated and elected as provided in this constitution, and shall hold office until his successor is duly selected and qualified. He shall in all respects perform the duties of the President in his absence, or when incapacitated, and shall at all times render him such other assistance as he may direct.

ARTICLE XIV.—GRAND SECRETARY-TREASURER, DUTIES OF.

Section 1.—It shall be the duty of the Grand Secretary-Treasurer to keep an accurate record of the proceedings and transactions of the biennial and all special conventions while in session;

to preserve the archives of the Union, and perform such other duties as may be designated by the constitution.

Sec. 2.—He shall receive all moneys due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the official organ at all times.

Sec. 3.—He shall receive all applications for charters to establish subordinate units, and when accompanied by the required fee he shall forward such application to the President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all subordinate units, with the dates of their organization, their time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General Assembly, and shall provide himself with all the books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of subordinate units and notification of the election of Delegates and Alternates he shall immediately mail to each delegate-elect a certificate bearing his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and shall pay such salaries as the General Executive Board shall deem proper.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions, and shall furnish the Committee on Credentials with all desired information.

Sec. 10.—He shall furnish a bond satisfactory to the General Executive Board, indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion, said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official reports, credentials, seals, books, report blanks, stationery and supplies, with constitutions and laws and other matter ordered by the subordinate units. General Officers or General Executive Board, to be printed and kept in stock, and shall be the custodian thereof, and shall furnish the same upon requisition. Receipts for dues issued to members by Secretaries of subordinate units shall only be

written on the form supplied by the Grand Secretary-Treasurer.

Sec. 12.—He shall furnish semi-annual membership cards, such cards to be issued direct to the members by the Grand Secretary-Treasurer upon receipt of reports accompanied by full remittances from the Secretary-Treasurer of a subordinate unit. Cards to be of uniform make, design and lettering, and bear the emblem of the Union and fac-simile signatures of the President and Grand Secretary-Treasurer.

12A.—He may also provide a suitable annual card for members desiring to pay dues in advance for such period.

12B.—He shall make a charge of \$1.00 for all duplicate cards furnished.

Sec. 13.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 14.—He shall devote his entire time to the interests of the Union and shall receive as compensation for his service a salary to be fixed by resolution at the biennial convention.

Sec. 15.—When absent from his headquarters in the interest of the Union he shall receive reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 16.—At each regular session of the General Assembly he shall render a full and complete report of all his official acts and an accurate and comprehensive statement of all receipts and

expenditures of the funds of the General Assembly, together with its assets and liabilities.

ARTICLE XV.—GENERAL EXECUTIVE BOARD, DUTIES OF.

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be members of the same subordinate unit.

Sec. 2.—It shall fill all vacancies in that body and shall also fill any vacancies of general officers, except that of President.

Sec. 3.—It shall have appellate jurisdiction when the biennial convention is not in session, and its decision shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least five days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the Grand Secretary-Treasurer, with the assistance of a bonded expert accountant, and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the Grand Secretary-Treasurer to be audited by a bonded expert accountant each six months, or oftener, in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employes of the General Assembly.

Sec. 7.—Should any officer of the General Assembly fail or refuse to perform the duties prescribed by the constitution, it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal. The excessive use of intoxicating liquors by any officer shall be held sufficient cause for removal.

Sec. 8.—Should charges be preferred against any officer of the General Assembly the Board shall have full authority and power to investigate such charges and may take summary action in any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the subordinate unit of which he is a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Executive Board shall be custodian of the bonds of the general officers.

ARTICLE XVI.—GENERAL ASSEMBLY REVENUE.

Section 1.—The revenue of the General Assembly shall be derived as follows:

1. One dollar of each initiation fee.
2. Two dollars and fifty cents of each member's semi-annual dues.
3. All profits on sales of supplies to the subordinate units.
4. Special assessments levied by the General Executive Board.

Sec. 2.—The General Assembly proportion of semi-annual dues shall be apportioned as follows:

One dollar and fifty cents to the General Fund, fifty cents to the Reserve Fund and fifty cents to the Commercial 'Telegraphers' Journal.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—The Reserve Fund shall be used for no other than the purposes set forth elsewhere in the constitution.

Sec. 5.—The Journal Fund shall be credited to and used in publishing the official organ.

Sec. 6.—All monies received and for which there is no provision made shall be credited to the General Fund.

ARTICLE XVII.—SALARIES.

Section 1.—The salaries of the President and Grand Secretary-Treasurer shall be fixed by resolution at the biennial convention.

Sec. 2.—Members of the General Executive Board and Delegates to the annual convention of

the American Federation of Labor shall be paid five dollars per diem and actual expenses while engaged in the business of the Union.

ARTICLE XVIII.—OFFICIAL JOURNAL.

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS' JOURNAL," published monthly under the management and editorship of the Grand Secretary-Treasurer, and the policy of the several departments shall be in accord with that of the President.

Sec. 2.—There shall be maintained in the Journal departments of an editorial and literary character, calculated to promote the general welfare of the Union and the moral and intellectual character of its members. Also notice of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The Grand Secretary-Treasurer shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it shall be mailed regularly to him, provided that the subscription price of one dollar per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal shall be under the direction of the Grand Secretary-Treasurer.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of the Union and the proceeds derived from its publication after all expenses have been paid shall revert to the General Fund of the Union.

Sec. 7.—The cost of The Journal shall not be permitted to exceed the regular per capita subscription without the consent of the General Executive Board.

Sec. 8.—No subordinate unit or member thereof shall issue any paper, journal or magazine representing THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, or any portion of the membership of the same.

Sec. 9.—Except in case of subordinate units addressing their own members, no subordinate unit nor any member or members of the Union shall issue any circular or petition to locals or members of the Union without the same being first approved by the President, which certificate shall be attached to and accompany the circular or petition: Provided, this does not apply to Article XXXI of the Constitution.

Sec. 10.—The Grand Secretary-Treasurer shall make a separate annual report to the General Assembly of the revenues and expenditures of The Commercial Telegraphers' Journal, as well as a report to the biennial convention.

ARTICLE XIX.—CHARGES, TRIALS AND APPEALS.

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers' Union of America. Such

charges must be made in writing and must be filed with the Chairman of the General Executive Board.

Sec. 2.—The Chairman shall at once notify the accused, furnishing him with a copy of the charges and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall be subject to the action of the next convention, but shall be final in the interim.

Sec. 3.—In any case where witnesses are located in remote places, or if they may be unable to appear before the Board, the testimony may be taken in writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 4.—When such procedure is necessary notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XX.—DELEGATES TO THE AMERICAN FEDERATION OF LABOR.

Section 1.—Delegates to the American Federation of Labor shall be elected at the biennial convention of the General Assembly.

LAWS GOVERNING LOCAL UNIONS

ARTICLE XXI.—HOW FORMED.

Section 1.—Fifteen or more persons eligible to membership in any district, may, with the approval of the President and Grand Secretary-Treasurer, organize themselves into a District Local or a System Division: Provided, however, that not more than one district local shall be established in the same city without the consent of the previously existing local Union.

OFFICERS.

Sec. 2.—The officers of a District Local shall consist of a Local President, Local Vice-President, Local Secretary-Treasurer, such other officers as the Local may deem necessary and an Executive Board of not more than nine members.

Sec. 2a.—The officers of a System Division shall consist of a General Chairman, a General Secretary-Treasurer, a General Committee composed of one Local Chairman for each division or district, and such other officers as the division may deem necessary, provided: where the territory assigned to System Division is divided into less than three or more than five districts or divisions the General Committee may be provided for in the by-laws to meet existing conditions.

OFFICERS.—DUTIES OF.

Sec. 3.—It shall be the duty of the local President or General Chairman to preside at all meetings of the subordinate unit, preserve order therein, decide all questions of order, subject to appeal to the subordinate unit, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—The local Vice-President shall, in the absence of the President, perform all the duties appertaining to the office.

Sec. 5.—It shall be the duty of the Secretary-Treasurer to keep a true record of the proceedings of the subordinate unit, conduct the correspondence of the subordinate unit, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the Grand Secretary-Treasurer of the Union. He shall receive all funds of the subordinate unit from whatsoever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the Grand Secretary-Treasurer); have

charge of and hold in trust the seal and all books, papers and moneys, keeping a just and true account thereof. He shall deposit the funds of the subordinate unit from time to time in such bank or trust company and in such a manner as the subordinate unit may decide. He shall pay all orders drawn by the local President or General Chairman, by order of the subordinate unit, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, suspended, expelled and deceased, with date and causes, together with a true statement of the funds received and disbursed. He shall render a report to the Grand Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initiation fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other properties of the subordinate unit in his possession.

AUDITS.

Sec. 6.—The local President or General Chairman and the local Executive Board or General Committee shall audit the accounts of the local or General Secretary-Treasurer whenever a change in that office occurs, and also during the months of January and July of each year for the preceding period. They shall also verify the bank balance on deposit. The Auditing Committee as named

above shall report its findings in writing at the next regular or special meeting. The local President or General Chairman shall attest a copy of the committee's report and immediately forward same to the Grand Secretary-Treasurer.

The Grand Secretary-Treasurer shall have authority at any time to examine the books of any subordinate unit in person or by deputy.

LOCAL EXECUTIVE BOARD AND GENERAL COMMITTEES—DUTIES OF.

Sec. 7.—The local Executive Board or General Committee shall in addition to the duties hereinbefore provided, perform such other duties as the local may determine.

DISTRICT AND DIVISION COMMITTEES.—DUTIES OF.

Sec. 8.—In the districts outlined by the General Assembly under the jurisdiction of one or more district locals, a district committee shall be elected for each branch of the telegraph service commonly known as Commercial, broker, press, leased wire or other classifications, according to kind of service.

(a) This committee shall consist of at least one member from each local in the same district and the members of the committee shall be elected at the regular meeting in April.

(b) Where there are less than five locals in the same district, the largest local shall elect additional representatives to form a committee of five members.

(c) Where more than fifteen telegraphers in the district are employed by the same firm, company or corporation, a separate district committee of not less than three nor more than five shall

be elected to represent them.

(d) Nominations shall be announced not later than the first meeting next preceding the time of election.

(e) The candidates receiving the highest vote shall be declared elected and shall immediately assume their respective duties.

(f) Where the district committee so elected represents the employes of one corporation whose territory is divided into divisions and subdivided into districts, or a similar form of organization, the chairmen of the various district committees in the same division shall form the division committee.

(g) The members of a Division committee so formed may provide for the election of a General Committee to meet conditions.

(h) The District Committee shall have jurisdiction over all grievances which may arise in their district.

(i) The Division Committee shall have jurisdiction over all grievances which may arise in their territory affecting two or more districts and any grievances which may be referred to them affecting their division.

ELECTION OF OFFICERS.

Sec. 9.—The officers of the subordinate units shall be annually elected by ballot at the first regular meeting of the subordinate unit in April of each year, and shall assume the duties of their office on the first day of May of each year. Delegates to the biennial convention shall be elected at the regular meeting for the election of officers

preceding the session of the biennial convention. Vacancies shall be filled as the subordinate unit may determine.

SUBORDINATE UNITS.—POWERS OF.

Sec. 10.—Subordinate units shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, all rights of appeal to the General Executive Board and the biennial convention being reserved.

BOARDS OF ADJUSTMENT.

Sec. 11.—Members employed on a system of wires other than those commonly known as commercial companies may, with the approval of the President, establish a Board of Adjustment, to consist of not less than three of their number, whose jurisdiction shall extend over all telegraphers directly employed by such a system.

Sec. 12.—The Grand Secretary-Treasurer shall mail to each member employed by such system, not later than February 15 of each year, a blank for nominations for members of the Board of Adjustment, which must be returned not later than March 1.

Sec. 13.—Upon receipt of nominations he shall prepare a list of candidates nominated by at least three members interested, and mail the same not later than March 15 to aforesaid members for the election of a committee. Ballot to close April 15, members to take office May 1, and serve until their successors have been duly elected and installed by the President.

REVENUE.

Sec. 14.—The revenue of subordinate units shall be derived as follows:

1. Initiation fee of not less than two dollars per member.
2. Dues of not less than eight dollars per year, payable semi-annually in advance.
3. Such assessments as may be levied by the subordinate unit.

SEAL.

Sec. 15.—Each subordinate unit shall be provided with a seal by the Grand Secretary-Treasurer, with the name and number of the subordinate unit and the words: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA" on the margin, and all official papers emanating from the subordinate unit shall bear an impression of its seal.

BY-LAWS.

Sec. 16.—Subordinate units may enact such by-laws as may be necessary and which do not conflict with the constitution.

INITIATIONS.

Sec. 17.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of the Union.

Sec. 18.—Any duly accredited organizer may, where no subordinate unit exists, obligate and initiate applicants for membership, such applicants being assigned to whatever subordinate unit they may select, or to the unattached membership list, upon specifying their desire.

ARTICLE XXII.—CHARGES.

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A——— B———, do hereby charge C——— D———, a member of Local or System Division No. —, Commercial Telegraphers' Union of America, with unbecoming conduct (or violation of his obligation, as the case may be), to-wit: In that the said C——— D——— did on or about the — day of —, A. D. — (here state the offense in brief and concise language).

When the charge is for a continued time the specifications may read, "and habitually since that time." Otherwise there must be a separate specification for each action.

The charge must be certified to, if preferred by a member, as follows: "I do hereby declare, upon my honor as a member of the Commercial Telegraphers' Union of America, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When charges are preferred against any member the local President or General Chairman shall appoint a suitable member as commissioner to take testimony that either party may offer in relation to the case. The commissioner

shall immediately after his appointment, furnish the accused with a copy of the charges by personal service, when possible, otherwise by registered letter to the last known address of the accused, and shall, within twenty days, proceed to take the testimony, first giving each party ten days' notice of the time and place of meeting for that purpose. The plaintiff and the defendant may appear in person and may also be represented by counsel, but counsel representing either party must be members of the Union in good standing. If the person preferring the charges is a member, he shall act as prosecutor, unless relieved by the local President or General Chairman, in which case the local President or General Chairman shall appoint some member to act as prosecutor. If the person preferring the charges is a non-member, the local President or General Chairman shall appoint some member to prosecute the charges. Testimony shall be affirmed to by members on their honor, and that of non-members upon oath, duly administered by a civil officer. The testimony shall be taken down in full, and the commissioner shall make note of any objection made. The testimony shall be written in ink or on typewriter, and each sheet signed by the witness. The plaintiff must first make out his case.

Sec. 3.—After taking all the testimony offered the commissioner shall certify the same and report to the subordinate unit. At the time of trial no additional witnesses shall be permitted to testify, but counsel may examine. After the close of the trial the subordinate unit may debate the

question for a limited time, but both plaintiff, defendant and their counsel shall retire previous to such debate and shall not be readmitted until after the ballot determining the guilt or innocence and fixing the penalty have been taken. The question of guilt shall be determined and penalty fixed by a secret ballot, and a two-thirds vote shall be required to establish the same.

Sec. 4.—Penalties shall be balloted upon in the following order: First, expulsion, and should the vote fail, another ballot shall be taken on suspension. Should the ballot fail again, the local President or General Chairman shall reprimand the member, if present, or, if not, shall write a reprimand, which shall be entered on the minutes and a copy mailed the offender.

Sec. 5.—No expelled member shall be eligible for readmission in less than one year from the date of his expulsion.

ARTICLE XXIII.—CHARTERS.

Section 1.—Charters shall be issued by the General Assembly, signed by the President and the Grand Secretary-Treasurer, under the seal, to subordinate units properly organized with fifteen or more members, on payment of five dollars' fee, and shall be of such form as the **Grand Secretary-Treasurer** may determine, and such sum shall revert to the General Fund.

ARTICLE XXIV.—GOOD STANDING.

Section 1.—A member neglecting or refusing to pay dues six months in advance in full is not in

good standing sixty days after the expiration of the previous semi-annual period.

Sec. 2.—A member delinquent in dues for a period of six months shall be dropped from the roll of the subordinate unit without further notice. A member not in good standing is not entitled to receive The Journal, vote in his subordinate unit, nor shall the Grievance Committee or similar body exercise itself in his behalf in case of grievance.

ARTICLE XXV.—ANNUAL REPORT.

Section 1.—All subordinate units shall file an annual report with the Grand Secretary-Treasurer within sixty days from the close of the fiscal year, April 30, giving such information regarding its membership and finances as may be required by the Grand Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A subordinate unit shall be deemed not in good standing when four months have elapsed since its last report to the Grand Secretary-Treasurer, and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a subordinate unit which for any reason surrenders its charter, becomes defunct or otherwise, shall revert to the General Assembly and shall be held in trust until the end of the fiscal year, when such monies shall be credited to the General Fund.

ARTICLE XXVI.—MEMBERS, DUTIES OF.

Section 1.—The Union expects a conscientious discharge of duty on the part of every member

to an employer, with the spirit of co-operation and a thoroughness in business which will always distinguish the work of its members from non-members.

Sec. 2.—It shall be the duty of all members to attend regularly the meetings of their subordinate units whenever possible.

Sec. 3.—Members shall render all assistance possible to fellow members in securing work.

ARTICLE XXVII.—GRIEVANCES.

Section 1.—Any member considering that he has been unjustly dealt with by his employer, or that he is otherwise aggrieved, shall report the same in writing at a meeting of the subordinate unit having jurisdiction, or to the proper officer of such subordinate unit, and if deemed a proper subject for investigation, the matter shall be considered, provided that if it be deemed wise by the authority referred to, the aggrieved party shall first present his case to the officials of the district in which he is employed, in their regular order, before the same is taken up by the committee or Board of Adjustment.

If the authority to whom it is referred deems the grievance an improper one, and the member is dissatisfied with its decision, he may appeal to the President.

Sec. 2.—The District Committee or Board of Adjustment receiving a grievance shall carefully and impartially examine all matters referred to it, and proceed to adjust the same as soon as practicable thereafter, on a basis of equity and justice,

and every honorable method shall be exhausted in effecting an amicable and satisfactory adjustment of the difficulty.

Sec. 3.—In their efforts to adjust a grievance they shall present the same to the employer having jurisdiction, and then to the higher officials in their regular order; and after the highest official or member of the firm within their jurisdiction has been reached, in the event of their failure to satisfactorily adjust the same, it shall be referred to the Division Committee or the President, together with all papers in the case and a full and complete statement of the proceedings of the Board or committee therein.

Sec. 4.—It shall be unlawful for members of this organization to present any proposed contract, set of rules or schedule to their employers unless a majority of the telegraphers affected thereby are members of the Union in good standing.

Sec. 5.—Any member or members inciting a strike or participating therein, except as provided in the laws of the Union, shall, upon conviction thereof, be expelled.

ARTICLE XXVIII.—CONTRACTS.

Section 1.—No subordinate unit shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the President of the Union.

Sec. 2.—A District, Division or General Committee or Board of Adjustment shall not be au-

thorized to establish or regulate a schedule of wages affecting members other than it represents, and a copy of all contracts and agreements shall be forwarded to the President by the Chairman without unnecessary delay. All grievances of a general character shall be regulated by the committee having jurisdiction. No contract or agreement shall be made whose provisions shall contravene the Constitution or the principles or teachings of the Union. Provided, no committee nor Board shall present a schedule, contract or agreement to their employers, nor attempt to secure its adoption, until it has first been approved by the President.

ARTICLE XXIX.—SUPPLIES.

Section 1.—Supplies shall be furnished to the subordinate units by the Grand Secretary-Treasurer, and each order must be accompanied by a remittance in full.

ARTICLE XXX.—TRANSFERS.

Section 1.—A member wishing to transfer to another subordinate unit shall deposit his unexpired membership card with the Secretary of the subordinate unit he wishes to join, and if his membership be acceptable to such subordinate unit, the local or General Secretary-Treasurer shall forward the unexpired card thus deposited to the Grand Secretary-Treasurer with his weekly increase and decrease report bearing the member's name.

Sec. 2.—A member employed in the territory of a subordinate unit shall be transferred to that subordinate unit within sixty days by the Grand

ARTICLE XXXI.—AMENDMENTS.

Section 1.—This constitution may be amended by a majority vote in the biennial convention, or between conventions it may be amended by the following form of initiative: Three or more subordinate units representing 300 or more paid-up members may join in an amendment which shall be forwarded to the Grand Secretary-Treasurer, who shall furnish copies of said amendment to the President of each subordinate unit, and if two-thirds of the units in good standing voting favor the proposed amendment, it shall become part of the constitution.

Sec. 2.—All amendments submitted to subordinate units as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents or General Chairmen of subordinate units.

MUTUAL BENEFIT DEPARTMENT
OF THE
Commercial Telegraphers'
Union of America

ARTICLE I.—TITLE AND GOVERNMENT.

Section 1.—This department shall be known under the name and title of the Mutual Benefit Department of the Commercial Telegraphers' Union of America, and shall be under the control and government of the General Assembly of the Commercial Telegraphers' Union of America.

ARTICLE II.—AIM.

Section 1.—Its aim is to benefit the families and any person or persons having an insurable interest in the lives of deceased members of the Commercial Telegraphers' Union of America, as defined by Article XXII hereof.

ARTICLE III.—CERTIFICATES.

Section 1.—The certificates issued by the Mutual Benefit Department shall be in form and terms as approved by the Insurance Committee hereinafter named, not inconsistent with these laws, and shall be divided into three series, as follows:

Series A shall consist of certificates limited to \$300.00.

Series B shall consist of certificates limited to \$500.00.

Series C shall consist of certificates limited to \$1,000.00.

ARTICLE IV.—MEMBERS.

Section 1.—Any member of the Union who is in good standing and satisfactory physical condition may become a member of this department, as provided in these laws, and according to the following provisions:

Sec. 2.—Members under forty-five years of age at the time of becoming members of the department shall be eligible to one certificate and no more, in either of the three series, A, B, or C. Members over forty-five years and not over fifty years of age at the time of becoming members of this department shall be eligible to Series A or B only. Members over fifty years and not over sixty years of age at the time of becoming members of this department shall be eligible to Series A only. Members over sixty years of age shall not be eligible to membership in the Mutual Benefit Department. No member will be given more than one certificate.

Sec. 3.—This department reserves the right to place any applicant in a series, lower in amount than that applied for, or to which the applicant may be eligible, whenever the proper officers in charge of the department consider such action justified by the health record furnished with the application.

ARTICLE V.—OFFICERS.

Section 1.—The officers of this department shall consist of an Insurance Committee, a President and a Grand Secretary-Treasurer. The Insurance Committee, which shall be the General Executive Board of the Union, shall be elected by the General Assembly. The President of the Union shall be, ex-officio, the President; the Grand Secretary-Treasurer of the Union shall be, ex-officio, the Grand Secretary-Treasurer.

ARTICLE VI.—THE INSURANCE COMMITTEE.

Section 1.—All death claims shall be examined and passed upon by the Insurance Committee, and no claim shall be paid until approved by a majority of the Committee. Any member or claimant who is dissatisfied with any decision made by the President or the Insurance Committee may appeal to the General Assembly of the Union. Provided, an appeal from their decision must be taken within ninety days from the date of receiving notice of the decision to be appealed from.

Sec. 2.—The Insurance Committee shall decide any and all questions that may arise, subject to appeal to the General Assembly. The Committee shall elect one of their number as Chairman,

who shall submit, biennially, to the General Assembly a written report of all business transacted by the Committee.

ARTICLE VII.—THE PRESIDENT.

Section 1.—The President shall be the executive head of the department.

ARTICLE VIII.—THE GRAND SECRETARY-TREASURER.

Section 1.—The Grand Secretary-Treasurer shall keep a true record of all the business of the department, a register of the members, with the number and date of each certificate issued; receive and hold in trust all funds of the department, and for each approved claim he shall as soon as possible pay to the proper person or persons such amount as may be realized from an assessment levied for the purpose of paying the claim. Provided, the amount paid shall in no case exceed the amount for which the member was insured. He shall submit a correct report biennially, or oftener, if required by the Insurance Committee, of business transacted by him, number of members and the condition of the department, and exhibit proper vouchers and receipts for all expenditures. His books shall at all times be subject to the inspection of the Insurance Committee or any person appointed by them.

ARTICLE IX.—APPLICATIONS.

Section 1.—Every person applying for membership in the Commercial Telegraphers' Union of America after July 1, 1911, shall present with his petition for membership an application for

membership in the Mutual Benefit Department, properly filled out, together with the fee therefor. At the time of his initiation, the application for membership in the Mutual Benefit Department shall be forwarded by him to the Grand Secretary-Treasurer.

Sec. 2.—Forfeiture of membership in the Mutual Benefit Department shall cause the member so forfeiting to stand suspended from the Union without further notice until reinstated in the Mutual Benefit Department.

Sec. 3.—All applications for membership must be made in writing to the Grand Secretary-Treasurer upon a blank, approved by the Insurance Committee, and be forwarded to the Grand Secretary-Treasurer (invariably accompanied by the required fee), certified to by the applicant as to the truth of the application. All questions asked in the application can be accepted by the department, and the application, together with each and every statement contained therein, shall constitute the basis and form a part of the agreement for insurance between the applicant and the department. The department shall have the right to reject any application, and any member of the department may protest against the admission of any person.

Sec. 4.—When the application is in due form, there being no protest, and the President and Grand Secretary-Treasurer know of no cause why a certificate should not be issued, they shall immediately issue a certificate in accordance with Article XI. When a protest is entered against

the admission of any person, all papers shall be referred to the Insurance Committee, but any person may appeal from their decision, as provided in Article VI.

Sec. 5.—If such application for insurance is rejected, such rejection shall in no way affect membership in the Union.

Sec. 6.—Members of the Union whose dues and assessments are not fully paid within sixty days from the beginning of the semi-annual dues periods shall forfeit their membership in the Mutual Benefit Department without further notice.

ARTICLE X.—FRAUDULENT STATEMENTS.

Section 1.—Fraudulent or false statements made to procure the issuance of a certificate shall be sufficient cause for the revocation of the same or the non-payment of any claim arising thereunder.

ARTICLE XI.—MEMBERSHIP.

Section 1.—Applicants for membership, if accepted, shall be duly accredited as members, and their insurance shall be in effect at and from twelve o'clock, noon, of the date upon which their application is accepted by the department, and certificate must be dated to correspond.

ARTICLE XII.—EXCHANGING CERTIFICATE.

Section 1.—Any member who shall file a request upon a blank provided for that purpose may exchange the certificate held by him for a certificate for a less amount, and upon the filing of such request in proper form, the surrender of the certificate held, and the payment of all assess-

ments due thereon, and paying the sum of one dollar, transfer fee, the Grand Secretary-Treasurer shall immediately issue a certificate for the amount specified to the member making such request, and such certificate shall be dated and take effect upon the date on which the exchange is made. Any member may exchange the certificate held by him for a certificate for a greater amount, provided he is entitled to such greater amount under the provisions of Article IV of these laws, and is in satisfactory physical condition, by making application on regular blank application for membership, surrendering the certificate held, paying all assessments due thereon, and paying the sum of one dollar, transfer fee, and the certificate surrendered shall become void on the date the new certificate takes effect. If any application for exchange of certificate for a greater amount is rejected, the surrendered certificate shall remain in full force and the transfer fee shall be returned, together with the surrendered certificate.

ARTICLE XIII.—FEES.

Section 1.—The fee for membership must in all cases accompany the application for membership, and no application shall be accepted or certificate issued by the Grand Secretary-Treasurer until the fee is received by him. Such fee shall be one dollar for Series A, B and C. All amounts received for fees shall be placed to the credit of the expense account.

ARTICLE XIV.—ASSESSMENTS AND FORFEITURES.

Section 1.—Not later than the 15th day of December in each year the Grand Secretary-Treasurer shall mail to each member of the department, at the last given address as shown in the books in his office, notices, advising him that on the first day of each month for the succeeding year he is required to pay an assessment of twenty-five cents for certificates in Series A, forty cents for certificates in Series B and eighty cents for certificates in Series C.

Sec. 2.—Should the amount of the assessment thus provided prove insufficient to pay the approved claims against the department, the Grand Secretary-Treasurer shall, by and with the advice and consent of the Insurance Committee, levy extra or special assessments in such sums as are directed, and of which he shall mail notice to each member of the department. If any of the above assessments are not paid at the office of the department within two calendar months from the date of the notice thereof, the certificate or certificates upon which such payments have not been made, shall thereupon become forfeited, together with all rights to any benefit thereunder, without further notice. If after the approved claims against the department for the year are paid there shall be in the treasury to the credit of the fund a surplus which shall render such action consistent, one or more assessments may be suspended or omitted from the notices of the following year.

Sec. 3.—The sending of any notice of assessment shall not in any case constitute, or be considered as, a waiver of any previous unpaid assessment.

ARTICLE XV.—READMISSIONS.

Section 1.—Members who forfeit membership in the Mutual Benefit Department can only be readmitted as new members by complying with all the requirements of Articles IX and XIII of the Mutual Benefit Department laws, and the laws of the Union governing the admission of new members.

ARTICLE XVI.—DEATH CLAIMS.

Section 1.—When the death of a member of the Department occurs, proof of such death shall be made upon blanks, furnished by the Grand Secretary-Treasurer, in accordance with the instructions of the Insurance Committee, and the claim shall be paid after being submitted to the Insurance Committee and approved by them. Claims for benefit and proof of death must be filed within one year from date of death, and unless claim and proof is so filed with the Grand Secretary-Treasurer within one year from the date of death, this Department shall be relieved of any liability arising from or growing out of such claim.

ARTICLE XVII.—DISABILITY—INABILITY TO PAY ASSESSMENTS.

Section 1.—Should a member of the Department become totally and permanently disabled from performing any labor, and shall furnish satisfactory proof of the same to the Insurance

Committee on a blank provided for the purpose, the Insurance Committee may order his assessments in the Mutual Benefit Department paid from the expense fund of the Department, charging same against such member's certificate, and deducting all such sums from his benefit when finally paid, provided the proper authority be given by the holder of the certificate for such payment and deduction.

ARTICLE XVIII.—ADDRESS OF MEMBERS.

Section 1.—It is the imperative duty of every member to notify the Grand Secretary-Treasurer of any change in his address, and the department shall not be responsible for any delinquencies which may occur through any failure to notify the Grand Secretary-Treasurer of change of address.

ARTICLE XIX.—DESIGNATE PERSONS TO WHOM BENEFITS ARE PAYABLE.

Section 1.—All assessments are payable at the office of the department, and must be forwarded by the member direct to the Grand Secretary-Treasurer. Any remittance made in payment of assessments may be applied to unpaid assessments previously due. The applicant must designate in his application some person or persons to whom benefit shall be paid in event of his death, and the Grand-Secretary-Treasurer shall enter such designated name or names upon the register of the department, and also upon the certificate of membership. Any member desiring to make a change in the named beneficiary may do so with the consent of the department by making

request for such change on a blank provided for that purpose and returning the certificate for necessary changes and the payment of one dollar, provided no benefit shall be made payable to anyone not having an insurable interest in the life of the member.

ARTICLE XX.—DUPLICATE CERTIFICATES.

Section 1.—The Grand Secretary-Treasurer shall, upon application upon a blank provided by him, issue a certificate to replace any which may have been lost or destroyed, upon the payment of one dollar. Such certificate must be plainly marked "Duplicate," and notation of the issue must be made upon the register, giving date.

ARTICLE XXI.—NOTICE OF ASSESSMENT.

Section 1.—The notice of assessment shall be written or printed, or partly written and partly printed, and placed in an envelope, properly addressed to the member for whom it is intended as his address is shown on the books of the department, one full rate of postage paid thereon, and deposited in the postoffice. The envelope in which such assessment notices are enclosed must have a printed return card thereon. All notices of assessment shall be printed in *The Commercial Telegraphers' Journal*. To insure proper credit being given, members must return the notice of assessment with their remittance, and the department shall not be responsible for any error that may occur in consequence of failure on the part of any member to return any notice. The Grand Secretary-Treasurer will, upon receipt of

remittance, immediately give the proper credit and mail to the member a receipt for the same, which may be written or printed, and upon which such information relative to the department as is consistent may be printed.

ARTICLE XXII.—BENEFITS—TO WHOM PAY- ABLE.

Section 1.—Payment of death benefits shall only be payable to the families, heirs, blood relations, affianced wife of, affianced husband of, or to persons dependent upon, the member. Provided, that the member having no wife or children living, may, with the consent of the General Assembly, make a charitable institution his beneficiary.

Sec. 2.—In default of the above, the expenses of the last sickness and funeral of the deceased shall be paid by the Grand Secretary-Treasurer. Provided, no other provision has been made for the payment, and further provided, that bills for the same are approved by the Insurance Committee. In no case shall the amount so paid exceed the benefit, and the bills for such expenses shall be paid in the order of their presentation to the Grand Secretary-Treasurer. Any balance remaining after this article has been complied with shall revert to the expense fund of the department.

Sec. 3.—No part of the Mortuary Fund created by assessments shall be paid out, loaned or diverted for any purpose whatever, except for the payment of approved death claims.

ARTICLE XXIII.—MONEY—HOW FORWARDED.

Section 1.—All moneys must be forwarded by draft, express or postoffice order, and all charges for expressage, collection or exchange must be prepaid.

ARTICLE XXIV.—AMENDMENTS.

Section 1.—These laws can only be repealed, altered or amended in accordance with the provisions of Article XXXI of the Constitution.

ARTICLE XXV.—HEIGHTS AND WEIGHTS.

Section 1.—The following table of heights and weights will govern the acceptance of applications for membership in the Mutual Benefit Department, except when no objection to the acceptance of the applicant appears other than excessive or light weight, in which case the Insurance Committee may, on sworn certificates from a least two reputable physicians, made upon blanks furnished by the Committee, showing to the satisfaction of the Committee a satisfactory physical condition on the part of the applicant, accept such applicant:

Sec 2.:

Height.	—Weight—	
	Light.	Heavy.
5 feet	92	177
5 feet 1 inch	96	181
5 feet 2 inches	100	185
5 feet 3 inches	104	189
5 feet 4 inches	108	195
5 feet 5 inches	112	202
5 feet 6 inches	114	206

5 feet 7 inches	116	208
5 feet 8 inches	120	215
5 feet 9 inches	124	221
5 feet 10 inches	128	228
5 feet 11 inches	132	234
6 feet	136	241
6 feet 1 inch	140	247

Six pounds to the inch added for a person over six feet one inch in height.

Sec. 3.—An allowance of four pounds from minimum weights shown in the foregoing table may be made in considering applications of women.

SPECIAL RULES OF ORDER.

The following rules shall govern sessions of the General Assembly.

SESSIONS OF GENERAL ASSEMBLY.

The daily sessions of the General Assembly shall be from 9 a. m. to 12:30 p. m., and from 2 p. m. to 5:30 p. m.

ORDER OF BUSINESS.

1. Opening ceremony.
2. Roll call.
3. Reports of General Officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New business.
9. Election of General Officers.
10. Installation ceremony.
11. Closing ceremony.

ROLL CALL.

Section 1.—The roll of general officers and delegates shall be called at the opening of each session of the General Assembly, and a correct record of the same kept, and those absent at roll call shall be shown in the proceedings of each day's session.

RECORDED VOTE.

Sec. 2.—The roll shall be called and the vote

of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegates.

LIMIT OF DEBATE.

Sec. 3.—Any General Officer or Delegate desiring to speak on a question before the General Assembly shall arise and address himself to the President, giving his name, and if a delegate the number of his local, and, on being recognized, shall proceed, confining himself to the question under consideration, avoiding all personalities. No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard, nor for a longer period than *ten minutes* at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration, in which case he shall be allowed to close the debate.

AMENDMENTS.

Sec. 4.—When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further amendments shall be in order except a substitute and one amendment to the substitute. No amendment shall be in order that has for its object the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION.

Sec. 5.—If the previous question is moved the question shall be, "Shall the main question be

now put?" which shall be put to the General Assembly without debate. If carried by a majority vote no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS.

Sec. 6.—When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.
5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Sec. 8.—Which several motions shall have precedence in the order named herein.

Sec. 9.—A motion to fix the day or time to which the General Assembly shall adjourn, to adjourn and to take a recess shall always be in order.

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1912

CONSTITUTION

THE COMMERCIAL
TELEGRAPHERS'
UNION of AMERICA



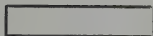
1912

General Offices, Chicago

1914

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CONSTITUTION
OF THE
COMMERCIAL TELEGRAPHERS'
UNION OF AMERICA



Adopted at the First Regular Convention, held at New York, July 19, 1903, and Revised and Amended at St. Paul, 1904; Cincinnati, 1906; Milwaukee, 1907; Milwaukee, 1908; Chicago, 1910, and at the Sixth Regular and Fourth Biennial Convention, Buffalo, June 29, 11 and 12, 1912.

PREAMBLE.

We, the COMMERCIAL TELEGRAPHERS OF AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who work at the trade of telegraphy, believe that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our objects:

To protect, maintain and advance trade interests and secure better conditions of employment;

To establish and uphold a fair and equitable rate of wages;

To give all moral and material aid in its power to its members and those dependent upon them;

To distinguish the work performed by members of the Union and make it preferred;

To discourage the indiscriminate teaching of telegraphy.

Therefore, we deem it compatible with individual rights to establish laws for the government of our Union, and we adopt and promulgate the following constitution:

331.88
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1912

CONSTITUTION
OF THE
COMMERCIAL TELEGRAPHERS'
UNION OF AMERICA

ARTICLE I.—NAME.

Section 1.—This organization shall be known as the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA.

ARTICLE II.—JURISDICTION.

Section 1.—Its jurisdiction shall embrace all branches of the telegraph service other than those employed by railroads.

ARTICLE III.—ELIGIBILITY TO MEMBERSHIP.

Section 1.—Any white person of good moral character, who is over 16 years of age, and is actually employed as a commercial telegrapher, or as an operative connected with an automatic telegraph machine, bookkeeper or clerk in the commercial telegraph service, or in the operation of a telephone switch-board, shall be eligible to membership: Provided, any commercial telegrapher of three years' experience, although not actually so employed, is eligible to membership.

ARTICLE IV.—HOW COMPOSED.

Section 1.—This organization shall be composed of subordinate units known as system divisions and district local Unions of not less than fifteen members, acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V.—GENERAL ASSEMBLY.

Section 1.—The supreme authority in the Union shall be vested in the General Assembly; it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. In it alone is vested power to establish subordinate units and there is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article XXXI.

Sec. 2.—The General Assembly shall be composed of the International Officers, the General Executive Board and duly accredited delegates from the subordinate units elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

Sec. 3.—It shall divide the territory under the jurisdiction of the General Assembly into districts which may be assigned to subordinate units.

ARTICLE VI.—SESSIONS.

Section 1.—The General Assembly shall convene in regular session on the second Monday in

June, biennially, at 10 o'clock a. m., in such city as may be determined upon by the previous session.

Sec. 2.—Special sessions may be called at any time that the interests of the Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request of not less than five subordinate units, representing fifty-one per cent of the membership of the Union. 'Thirty days' notice of said special convention shall be given all subordinate units.

Sec. 3.—The officers of the General Assembly and members of the General Executive Board shall be delegates at large, and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by subordinate units or individual members.

Sec. 3a.—Any International Past President of this Union, who has remained in continuous good standing since leaving the office of President, shall be entitled to a voice and vote in the convention, if present.

Sec. 4.—Delegates at large shall not be eligible to election as delegates from subordinate units. Matters submitted to the Biennial Convention by subordinate units or members either directly or through delegates at large must be addressed to the General Assembly and not to a Committee thereof, and units or members shall supply six copies of all matter so submitted.

Sec. 5.—When the roll of delegates-elect of subordinate units in good standing and entitled to representation is read by the Grand Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 6.—Only members of the Union in good standing shall be eligible to office, provided that none of the International Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 7.—The first business of the General Assembly shall be to nominate and elect by ballot, by a majority vote, a committee of five, whose duty it shall be to name as soon as practicable the following committees, to consist of five members each, and it shall immediately name a committee of five on credentials:

Committee on Constitution.

Committee on grievances and appeals.

Committee on subordinate units.

Committee on state and national legislation.

Committee on Mutual Benefit Department.

Committee on officers' reports.

And the following committees to consist of three members each:

Committee on resolutions and greetings.

Committee on finance and salaries.

Committee on official organ.

Committee on printing.

Committee on press.

Committee on ritual.

Committee on location of General Assembly session.

Committee on rules.

No member of the committee on committees shall be eligible to appointment on any committee appointed by that committee.

ARTICLE VII.—REPRESENTATION.

Section 1.—Each subordinate unit chartered at least thirty days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each one hundred members or major fraction thereof.

Sec. 2.—The basis of representation shall be computed on the membership of the subordinate unit in good standing at the end of the dues period immediately preceding the session of the General Assembly.

Sec. 3.—No subordinate unit shall be entitled to representation in the General Assembly which is indebted to the General Assembly or which shall fail to file annual reports, provided that this section may be suspended and the delegates of any subordinate unit be admitted if two-thirds of the members present vote in favor thereof.

Sec. 4.—Delegates to the General Assembly must be members of the Union in good standing and members of the subordinate unit which they represent. No member shall be eligible to election as delegate or as alternate until thirty days after admission to the subordinate unit, except in the organization of a new subordinate unit.

Sec. 5.—The prima facie evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the International President and International Secretary-Treasurer of the Union.

ARTICLE VIII.—DUTIES OF COMMITTEES.

Section 1.—It shall be the duty of the Committee on Credentials to examine into the regularity of the election and credentials of the delegates and the right and title of the subordinate units to representation in the General Assembly.

Sec. 2.—It shall be the duty of the Committee on Constitution to prepare and present to the General Assembly such amendments to the Constitution as may be necessary.

Sec. 3.—It shall be the duty of the Committee on Grievances and Appeals to carefully inquire into all grievances referred to it by the General Assembly. It shall consider all cases of appeals from the decision of the International President or the General Executive Board, and make a full and concise report thereon to the General Assembly, together with its recommendations in the matters considered.

Sec. 4.—It shall be the duty of the Committee on Subordinate Units to examine into their condition and standing, and recommend such changes as will better their condition.

Sec. 5.—It shall be the duty of the Committee on Mutual Benefit Department to inquire into the business done by, and the management of the de-

partment, and make such recommendations as they may deem proper for its improvement.

Sec. 6.—It shall be the duty of the Committee on State and National Legislation to consider matters presented to the General Assembly regarding legislative movements for the betterment of the condition of working men and women.

Sec. 7.—It shall be the duty of the Committee on Officers' Reports to edit the reports of the various International and General Officers for publication in the minutes and to recommend action to be taken on matters covered therein.

Sec. 8.—It shall be the duty of the Committee on Resolutions and Greetings to answer greetings addressed to the General Assembly, and to prepare and introduce resolutions on matters referred to it by the General Assembly.

Sec. 9.—It shall be the duty of the Committee on Finance and Salaries to recommend the amount of salary to be paid the officers of the General Assembly.

Sec. 10.—It shall be the duty of the Committee on Official Organ to inquire into the condition of the Journal, and to make such recommendations for its improvement as the committee may deem wise.

Sec. 11.—It shall be the duty of the Committee on Printing to arrange for the printing ordered by the General Assembly while in session, and to distribute all printed matter to be furnished the members of the General Assembly.

Sec. 12.—It shall be the duty of the Committee on Press to prepare and furnish such information to the public press concerning the transactions of the General Assembly as it may deem proper.

Sec. 13.—It shall be the duty of the Committee on Location of the General Assembly Session to hear the claims and propositions of the representatives of the various cities, and to recommend to the General Assembly a city in which to hold the next session.

Sec. 14.—It shall be the duty of the Committee on Rules to report as soon as practicable after its appointment, a form of procedure and a set of rules for the government of the sessions of the General Assembly.

Sec. 15.—All committees shall make their final reports in writing in duplicate.

ARTICLE IX.—RULES OF ORDER.

Section 1.—Roberts' Rules of Order shall govern the deliberations of the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA unless otherwise provided.

ARTICLE X.—SEAL.

Section 1.—The official seal of the General Assembly shall be circular in form, and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all official documents, circulars and papers emanating from the General Assembly and its executive of-

ficers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI.—OFFICERS OF THE GENERAL ASSEMBLY.

Section 1.—The Officers of the General Assembly shall be :

An International President.

An International Vice-President.

An International Secretary-Treasurer.

And a General Executive Board, consisting of five members, no two of whom shall be members of the same subordinate unit.

Sec. 2.—Officers of the General Assembly shall be amenable only to the General Executive Board during their term of office.

Sec. 3.—The Officers of the General Assembly shall be elected by a majority vote at the biennial session of the General Assembly, or at any special session of it, if deemed wise, and shall serve until their successors are duly elected.

ARTICLE XII.—INTERNATIONAL PRESIDENT, DUTIES OF.

Section 1.—The International President shall devote his entire time to the Union, and it shall be his duty to preside at all sessions of the General Assembly, and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of the Union and shall call to account any member of the Union or any subordinate unit violating the same.

Sec. 3.—He shall select the password for each semi-annual period, and shall communicate the same to the presidents or general chairmen of the various subordinate units by cipher.

Sec. 4.—He shall pass upon and approve or reject all applications for charters for the establishment of subordinate units when received from the International Secretary-Treasurer, properly endorsed by him, and the International President shall have power to suspend the same for cause, by and with the consent of the General Executive Board.

Sec. 5.—He shall pass upon and approve or reject the by-laws of subordinate units, and such by-laws shall not be effective until approved by the President.

Sec. 6.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts. A Deputy President shall receive only such salary, expenses or compensation as the General Executive Board may determine.

Sec. 7.—He may, with the consent of the General Executive Board, suspend from office any officer of a subordinate unit, but such suspension shall not deprive such officer of any of his rights as a member of the Union.

Sec. 8.—He shall devote as much of his time as possible to organizing. He may appoint and

employ organizers at such salary as the General Executive Board may determine.

Sec. 9.—Upon receiving an official statement of a grievance from a General or District Chairman, or Board of Adjustment, the International President shall, in conjunction with the proper committee, renew all honorable methods to effect an amicable and satisfactory adjustment. Failing in this, the International President and the General or District Committee or Board of Adjustment shall have authority to order a strike; Provided, that such action is agreed upon by two-thirds of the committee interested. In the event of a strike, the International President shall be the recognized leader and shall have authority to command the entire resources of the Reserve Fund. The agency hereinbefore authorized to sanction a strike shall also have the authority to declare a strike at an end.

Sec. 10.—The International President shall have authority to appropriate such moneys from the Reserve Fund for legal advice and other expenses as in his judgment may be necessary for the successful prosecution of a strike.

Sec. 11.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may demand concerning matters pertaining to the affairs of the Union.

Sec. 12.—He shall give a bond satisfactory to the General Executive Board, which shall be held in trust by it, and at the end of his term of office he shall make a full and complete report to the

General Assembly of all his official acts, together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 13.—He shall employ the clerical help necessary to conduct the business of his office, and shall pay such salaries as the General Executive Board may determine.

Sec. 14.—When absent from headquarters in the interest of the Union, he shall receive reasonable traveling and living expenses, payable upon the approval of expense account.

ARTICLE XIII.—INTERNATIONAL VICE-PRESIDENT. DUTIES OF.

Section 1.—An International Vice-President shall be nominated and elected as provided in this Constitution, and shall hold office until his successor is duly selected and qualified. He shall in all respects perform the duties of the International President in his absence, or when incapacitated, and shall at all times render him such other assistance as he may direct.

ARTICLE XIV.—INTERNATIONAL SECRETARY-TREASURER. DUTIES OF.

Section 1.—It shall be the duty of the International Secretary-Treasurer to keep an accurate record of the proceedings and transactions of the biennial and all special conventions, to preserve the records and papers of the Union, and perform such other duties as may be designated by the Constitution.

Sec. 2.—He shall receive all moneys due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the official organ at all times.

Sec. 3.—He shall receive all applications for charters to establish subordinate units, and when accompanied by the required fee he shall forward such application to the International President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all subordinate units, with the dates of their organization, their time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General Assembly, and shall provide himself with all the books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of subordinate units and notification of the election of Delegates and Alternates he shall immediately mail to each delegate-elect a certificate bearing his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and shall pay such salaries as the General Executive Board shall deem proper.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions, and shall furnish the Committee on Credentials with all desired information.

Sec. 10.—He shall furnish a bond satisfactory to the General Executive Board, indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion, said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official reports, credentials, seals, books, report blanks, stationery and supplies, with constitutions and laws and other matter ordered by the subordinate units, the International Officers or General Executive Board, to be printed and kept in stock, and shall be the custodian thereof, and shall furnish the same upon requisition. Receipts for dues issued to members by secretaries of subordinate units

shall only be written on the form supplied by the International Secretary-Treasurer.

Sec. 12.—He shall furnish semi-annual membership cards, such cards to be issued direct to the members by the International Secretary-Treasurer upon receipt of reports accompanied by full remittances from the Secretary-Treasurer of a subordinate unit.

He may also provide a suitable annual card for members desiring to pay dues in advance for such period.

Cards to be of uniform make, design and lettering, and bear the emblem of the Union, the date upon which the member was last initiated, and fac-simile signatures of the International President and International Secretary-Treasurer.

Sec. 13.—He shall make a charge of \$1.00 for all duplicate cards furnished.

Sec. 14.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 15.—He shall devote his entire time to the interests of the Union and shall receive as compensation for his service a salary to be fixed by resolution at the biennial convention.

Sec. 16.—When absent from his headquarters in the interest of the Union he shall receive reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 17.—At each regular session of the General Assembly he shall render a full and com-

plete report of all his official acts and an accurate and comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities.

ARTICLE XV.—GENERAL EXECUTIVE BOARD,
DUTIES OF.

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be members of the same subordinate unit.

Sec. 2.—It shall fill all vacancies in that body and shall also fill any vacancies of general officers, except that of International President.

Sec. 3.—It shall have appellate jurisdiction when the biennial convention is not in session, and its decision shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least five days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the International Secretary-Treasurer, with the assistance of a bonded expert accountant, and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the International Secretary-Treasurer to be audited by a bonded expert accountant each six months or oftener, in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employes of the General Assembly.

Sec. 7.—Should any officer of the General Assembly fail or refuse to perform the duties prescribed by the constitution, it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal.

Sec. 8.—Should charges be preferred against any officer of the General Assembly the Board shall have full authority and power to investigate such charges and may take summary action in any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the subordinate unit of which he is a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Executive Board shall be custodian of the bonds of the International officers.

ARTICLE XVI.—GENERAL ASSEMBLY REVENUE.

Section 1.—The revenue of the General Assembly shall be derived as follows:

- a. One dollar of each initiation fee.
- b. Two dollars and fifty cents of each member's semi-annual dues.
- c. All profits on sales of supplies to the subordinate units.
- d. Special assessments levied by the General Executive Board.

Sec. 2.—The General Assembly proportion of semi-annual dues shall be apportioned as follows:

One dollar and fifty cents to the General Fund, fifty cents to the Reserve Fund and fifty cents to the Commercial Telegraphers' Journal.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—The Reserve Fund shall be used for no other than the purposes set forth elsewhere in the constitution.

Sec. 5.—The Journal Fund shall be credited to and used in publishing the official organ.

Sec. 6.—All monies received and for which there is no provision made shall be credited to the General Fund.

ARTICLE XVII.—SALARIES.

Section 1.—The salaries of the International President and International Secretary-Treasurer shall be fixed by resolution at the biennial convention.

Sec. 2.—Members of the General Executive Board and delegates to the annual convention of the American Federation of Labor shall be paid five dollars per diem and actual expenses while engaged in the business of the Union.

ARTICLE XVIII.—OFFICIAL JOURNAL.

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS' JOURNAL," published monthly under the management and editorship of the International Secretary-Treasurer, and the policy of the several departments shall be in accord with that of the International President.

Sec. 2.—There shall be maintained in the Journal departments of an editorial and literary character, calculated to promote the general welfare of the Union and the moral and intellectual character of its members. Also notice of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The International Secretary-Treasurer shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it shall be mailed regularly to him, provided that the subscription price of one dollar per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal

shall be under the direction of the International Secretary-Treasurer.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of the Union and the proceeds derived from its publication after all expenses have been paid shall revert to the General Fund of the Union.

Sec. 7.—The cost of The Journal shall not be permitted to exceed the regular per capita subscription without the consent of the General Executive Board.

Sec. 8.—No subordinate unit or member thereof shall issue any paper, journal or magazine representing THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, or any portion of the membership of the same.

Sec. 9.—Except in case of subordinate units addressing their own members, no subordinate unit nor any member or members of the Union shall issue any circular or petition to locals or members of the Union without the same being first approved by the International President, and a certificate of approval shall be attached to and accompany the circular or petition: Provided, this does not apply to action under Article XXXI of the Constitution.

Sec. 10.—The International Secretary-Treasurer shall make a separate annual report to the General Assembly of the revenues and expenditures of The Commercial Telegraphers' Journal, as well as a report to the biennial convention.

ARTICLE XIX.—CHARGES, TRIALS AND APPEALS.

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers' Union of America. Such charges must be made in writing and must be filed with the Chairman of the General Executive Board.

Sec. 2.—The Chairman shall at once notify the accused, furnishing him with a copy of the charges, and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall be subject to the action of the next convention, but shall be final in the interim.

Sec. 3.—In any case where witnesses are located in remote places, or if they are unable to appear before the Board, the testimony may be taken in writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 4.—When such procedure is necessary notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XX.—DELEGATES TO THE AMERICAN FEDERATION OF LABOR.

Section 1.—Delegates to the American Federation of Labor shall be elected at the biennial convention of the General Assembly.

LAWS GOVERNING LOCAL UNIONS

ARTICLE XXI.—HOW FORMED.

Section 1.—Fifteen or more persons eligible to membership in any district, may, with the approval of the International President and International Secretary-Treasurer, organize themselves into a District Local or a System Division: Provided, however, that not more than one district local shall be established in the same city without the consent of the previously existing local Union.

OFFICERS.

Sec. 2.—The officers of a District Local shall consist of a President, Vice-President, Secretary-Treasurer, such other officers as the Local may deem necessary and an Executive Board of not more than nine members.

Sec. 2a.—The officers of a System Division shall consist of a General Chairman, a General Secretary-Treasurer, a General Committee composed of one Local Chairman for each division or district, and such other officers as the division

may deem necessary, provided: where the territory assigned to a System Division is divided into less than three or more than five districts or divisions the General Committee may be provided for in the by-laws to meet existing conditions.

OFFICERS—DUTIES OF.

Sec. 3.—It shall be the duty of the President or General Chairman to preside at all meetings of the subordinate unit, preserve order therein, decide all questions of order, subject to appeal to the subordinate unit, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—The Vice-President shall, in the absence of the President, perform all the duties appertaining to the office.

Sec. 5.—It shall be the duty of the Local or General Secretary-Treasurer to keep a true record of the proceedings of the subordinate unit, conduct the correspondence of the subordinate unit, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the International Secretary-Treasurer. He shall receive all funds of the subordinate unit from whatsoever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the International Secretary-Treasurer); have charge of and hold in trust the seal and all books, papers and moneys, keeping a just and true account thereof. He shall deposit the funds of the subordinate unit from

time to time in such bank or trust company and in such a manner as the subordinate unit may decide. He shall pay all orders drawn by the President or General Chairman, by order of the subordinate unit, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, suspended, expelled and deceased, with date and causes, together with a true statement of the funds received and disbursed. He shall render a report to the International Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initiation fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other properties of the subordinate unit in his possession.

AUDITS.

Sec. 6.—The President or General Chairman and the Executive Board or General Committee shall audit the accounts of the local or General Secretary-Treasurer whenever a change in that office occurs, and also during the months of December and June of each year for the preceding period. They shall also verify the bank balance on deposit. The Auditing Committee as named above shall report its findings in writing at the next regular or special meeting. The President or General Chairman shall attest a copy of the

committee's report and immediately forward same to the International Secretary-Treasurer.

The International Secretary-Treasurer shall have authority at any time to examine the books of any subordinate unit in person or by deputy.

LOCAL EXECUTIVE BOARD AND GENERAL COMMITTEES—DUTIES OF.

Sec. 7.—The Executive Board or General Committee shall in addition to the duties hereinbefore provided, perform such other duties as the subordinate unit may determine.

DISTRICT AND DIVISION COMMITTEES—DUTIES OF.

Sec. 8.—In the districts outlined by the General Assembly under the jurisdiction of one or more district locals, a district committee shall be elected for each branch of the telegraph service commonly known as commercial, broker, press, leased wire or other classifications, according to kind of service.

(a) This committee shall consist of at least one member from each local in the same district and the members of the committee shall be elected at the regular meeting in December.

(b) Where there are less than five locals in the same district, the largest local shall elect additional representatives to form a committee of five members.

(c) Where more than fifteen telegraphers in the district are employed by the same firm, company or corporation, a separate district committee of not less than three nor more than five shall be elected to represent them.

(d) Nominations shall be announced not later than the first meeting next preceding the time of election.

(e) The candidates receiving the highest vote shall be declared elected and shall immediately assume their respective duties.

(f) Where the district committee so elected represents the employes of one corporation whose territory is divided into divisions and subdivided into districts, or a similar form of organization, the chairmen of the various district committees in the same division shall form the division committee.

(g) The members of a Division committee so formed may provide for the election of a General Committee to meet conditions.

(h) The District Committee shall have jurisdiction over all grievances which may arise in its district.

(i) The Division Committee shall have jurisdiction affecting two or more districts and any grievances which may be referred to it affecting its division.

ELECTION OF OFFICERS.

SEC. 9.—The officers of the subordinate units shall be annually elected by ballot at the first regular meeting of the subordinate unit in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected at the first regular meeting in April preceding the session of the biennial con-

vention. Vacancies shall be filled as the subordinate unit may determine.

SEC. 9a.—The International President may upon request from a subordinate unit issue a dispensation to that subordinate unit to hold its election and installation upon a date that will not conflict with negotiations.

SUBORDINATE UNITS—POWERS OF.

SEC. 10.—Subordinate units shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, all rights of appeal to the General Executive Board and the biennial convention being reserved.

BOARDS OF ADJUSTMENT.

SEC. 11.—Members employed on a system of wires other than those commonly known as commercial companies may, with the approval of the International President, establish a Board of Adjustment, to consist of not less than three of their number, whose jurisdiction shall extend over all telegraphers directly employed by such a system.

SEC. 12.—The International Secretary-Treasurer shall mail to each member employed by such system, not later than October 15 of each year, a blank for nominations for members of the Board of Adjustment, which must be returned not later than November 1.

SEC. 13.—Upon receipt of nominations he shall prepare a list of candidates nominated by at least three members interested, and mail the

same not later than November 15 to aforesaid members for the election of a committee. Ballot to close December 15, members to take office on the last day of December and serve until their successors have been duly elected and installed by the President.

REVENUE.

Sec. 14.—The revenue of subordinate units shall be derived as follows:

1. Initiation fee of not less than two dollars per member.
2. Dues of not less than eight dollars per year, payable semi-annually in advance.
3. Such assessments as may be levied by the subordinate unit.

SEAL.

Sec. 15.—Each subordinate unit shall be provided with a seal by the International Secretary-Treasurer, with the name and number of the subordinate unit and the words: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA" on the margin, and all official papers emanating from the subordinate unit shall bear an impression of its seal.

BY-LAWS.

Sec. 16.—Subordinate units may enact such by-laws as may be necessary and which do not conflict with the constitution, subject to the approval of the International president.

INITIATIONS.

Sec. 17.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of the Union.

Sec. 18.—Any duly accredited organizer may, where no subordinate unit exists, obligate and initiate applicants for membership, such applicants being assigned to whatever subordinate unit they may select, or to the unattached membership list, upon specifying their desire.

ARTICLE XXII.—CHARGES.

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A——— B———, do hereby charge C——— D———, a member of Local or System Division No. —, Commercial Telegraphers' Union of America, with unbecoming conduct (or violation of his obligation, as the case may be), to-wit: In that the said C——— D——— did on or about the — day of — A. D. — (here state the offense in brief and concise language).

When the charge is for a continued time the specifications may read, "and habitually since that time." Otherwise there must be a separate specification for each action.

The charge must be certified to, if preferred by a member, as follows: "I do hereby declare, upon my honor as a member of the Commercial

Telegraphers' Union of America, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When charges are preferred against any member the local President or General Chairman shall appoint a suitable member as commissioner to take testimony that either party may offer in relation to the case. The commissioner shall immediately after his appointment, furnish the accused with a copy of the charges by personal service, when possible, otherwise by registered letter to the last known address of the accused, and shall, within twenty days, proceed to take the testimony, first giving each party ten days' notice of the time and place of meeting for that purpose. The plaintiff and the defendant may appear in person and may also be represented by counsel, but counsel representing either party must be members of the Union in good standing. If the person preferring the charges is a member, he shall act as prosecutor, unless relieved by the local President or General Chairman, in which case the local President or General Chairman shall appoint some member to act as prosecutor. If the person preferring the charges is a non-member, the local president or General Chairman shall appoint some member to prosecute the charges. Testimony shall be affirmed to by members on their honor, and that of non-members

upon oath, duly administered by a civil officer. The testimony shall be taken down in full, and the commissioner shall make note of any objection made. The testimony shall be written in ink or on typewriter, and each sheet signed by the witness. The plaintiff must first make out his case.

Sec. 3.—After taking all the testimony offered the commissioner shall certify the same and report to the subordinate unit. At the time of trial no additional witnesses shall be permitted to testify, but counsel may examine. After the close of the trial the subordinate unit may debate the question for a limited time, but both plaintiff, defendant and their counsel shall retire previous to such debate and shall not be readmitted until after the ballot determining the guilt or innocence and fixing the penalty have been taken. The question of guilt shall be determined and penalty fixed by a secret ballot, and a two-thirds vote shall be required to establish the same.

Sec. 4.—Penalties shall be balloted upon in the following order: First, expulsion, and should the vote fail, another ballot shall be taken on suspension. Should the ballot again fail, the local President or General Chairman shall reprimand the member, if present, or, if not, shall write a reprimand, which shall be entered on the minutes and a copy mailed the offender.

Sec. 5.—No expelled member shall be eligible for readmission in less than one year from the date of his expulsion.

ARTICLE XXIII.—CHARTERS.

Section 1.—Charters shall be issued by the General Assembly, signed by the International President and the International Secretary-Treasurer, under the seal, to subordinate units properly organized with fifteen or more members, on payment of five dollars' fee, and shall be of such form as the International Secretary-Treasurer may determine, and such sum shall revert to the General Fund.

ARTICLE XXIV.—GOOD STANDING.

Section 1.—A member neglecting or refusing to pay dues six months in advance in full is not in good standing sixty days after the expiration of the previous semi-annual period.

Sec. 2.—A member delinquent in dues for a period of six months shall be dropped from the roll of the subordinate unit without further notice. A member not in good standing is not entitled to receive The Journal nor to vote in his subordinate unit, nor shall the Grievance Committee or similar body exercise itself in his behalf in case of grievance.

ARTICLE XXV.—ANNUAL REPORT.

Section 1.—All subordinate units shall file an annual report with the International Secretary-Treasurer within sixty days from the close of the fiscal year, December 31, giving such information regarding its membership and finances as may be required by the International Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A subordinate unit shall be deemed not in good standing when four months have elapsed since its last report to the International Secretary-Treasurer, and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a subordinate unit which for any reason surrenders its charter, or otherwise becomes defunct, shall revert to the General Assembly and shall be held in trust until the end of the fiscal year, when such monies shall be credited to the General Fund.

ARTICLE XXVI.—MEMBERS, DUTIES OF.

Section 1.—The Union expects a conscientious discharge of duty on the part of every member to an employer, with the spirit of co-operation and a thoroughness in business which will always distinguish the work of its members from non-members.

Sec. 2.—It shall be the duty of all members to attend regularly the meetings of their subordinate units whenever possible.

Sec. 3.—Members shall render all assistance possible to fellow members in securing work.

ARTICLE XXVII.—GRIEVANCES.

Section 1.—Any member considering that he has been unjustly dealt with by his employer, or that he is otherwise aggrieved, shall report the same in writing at a meeting of the subordinate unit having jurisdiction, or to the proper officer of such subordinate unit, and if deemed a proper

subject for investigation, the matter shall be considered, provided that if it be deemed wise by the authority referred to, the aggrieved party shall first present his case to the officials of the district in which he is employed, in their regular order, before the same is taken up by the committee or Board of Adjustment.

If the authority to whom it is referred deems the grievance an improper one, and the member is dissatisfied with its decision, he may appeal to the International President.

Sec. 2.—The District Committee or Board of Adjustment receiving a grievance shall carefully and impartially examine all matters pertaining to it, and proceed to adjust the same as soon as practicable thereafter, on a basis of equity and justice, and every honorable method shall be exhausted in effecting an amicable and satisfactory adjustment of the difficulty.

Sec. 3.—In their efforts to adjust a grievance they shall present the same to the employer having jurisdiction, and then to the higher officials in their regular order; and after the highest official or member of the firm within their jurisdiction has been reached, in the event of their failure to satisfactorily adjust the same, it shall be referred to the Division Committee or the International President, together with all papers in the case and a full and complete statement of the proceedings of the Board or committee therein.

Sec. 4.—It shall be unlawful for members of this organization to present any proposed con-

tract, set of rules or schedule to their employers unless a majority of the telegraphers affected thereby are members of the Union in good standing.

Sec. 5.—Any member or members inciting a strike or participating therein, except as provided in the laws of the Union, shall, upon conviction thereof, be expelled.

ARTICLE XXVIII.—CONTRACTS.

Section 1.—No subordinate unit shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the International President.

Sec. 2.—A District, Division or General Committee or Board of Adjustment shall not be authorized to establish or regulate a schedule of wages affecting members other than it represents, and a copy of all contracts and agreements shall be forwarded to the International President by the Chairman without unnecessary delay. All grievances of a general character shall be regulated by the committee having jurisdiction. No contract or agreement shall be made whose provisions shall contravene the Constitution or the principles or teachings of the Union. Provided, no committee nor Board shall present a schedule, contract or agreement to their employers, nor attempt to secure its adoption, until it has first been approved by the International President.

ARTICLE XXIX.—SUPPLIES.

Section 1.—Supplies shall be furnished to the subordinate units by the International Secretary-Treasurer, and each order must be accompanied by a remittance in full.

ARTICLE XXX.—TRANSFERS.

Section 1.—A member wishing to transfer to another subordinate unit shall deposit his unexpired membership card with the Secretary of the subordinate unit he wishes to join, and if his membership be acceptable to such subordinate unit, the local or General Secretary-Treasurer shall forward the unexpired card thus deposited to the International Secretary-Treasurer with his weekly increase and decrease report bearing the member's name.

Sec. 2.—A member employed in the jurisdiction of a subordinate unit shall be transferred to that subordinate unit within sixty days by the International Secretary-Treasurer.

ARTICLE XXXI.—AMENDMENTS.

Section 1.—This constitution may be amended by a majority vote in the biennial convention, or between conventions it may be amended by the following form of initiative: Three or more subordinate units representing 300 or more paid-up members may join in an amendment which shall be forwarded to the International Secretary-Treasurer, who shall furnish copies of said amendment to the President or General Chairman of each subordinate unit, and if two-thirds of the units in good standing voting favor the

proposed amendment, it shall become part of the constitution.

Sec. 2.—All amendments submitted to subordinate units as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents or General Chairmen of subordinate units.



MUTUAL BENEFIT DEPARTMENT OF THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA

ARTICLE I.—TITLE AND GOVERNMENT.

Section 1.—This department shall be known under the name and title of the Mutual Benefit Department of the Commercial Telegraphers' Union of America, and shall be under the control and government of the General Assembly of the Commercial Telegraphers' Union of America.

ARTICLE II.—AIM.

Section 1.—Its aim is to benefit the families and any person or persons having an insurable interest in the lives of deceased members of the Commercial Telegraphers' Union of America, as defined by Article XXII hereof.

ARTICLE III.—CERTIFICATES.

Section 1.—The certificates issued by the Mutual Benefit Department shall be in form and terms as approved by the Insurance Committee hereinafter named, not inconsistent with these

laws, and shall be divided into three series, as follows:

Series A shall consist of certificates limited to \$300.00.

Series B shall consist of certificates limited to \$500.00.

Series C shall consist of certificates limited to \$1,000.00.

ARTICLE IV.—MEMBERS.

Section 1.—Any member of the Union who is in good standing and satisfactory physical condition may become a member of this department, as provided in these laws, and according to the following provisions:

Sec. 2.—Members under forty-five years of age at the time of becoming members of the department shall be eligible to one certificate and no more, in either of the three series, A, B, or C. Members over forty-five years and not over fifty years of age at the time of becoming members of this department shall be eligible to Series A or B only. Members over fifty years and not over sixty years of age at the time of becoming members of this department shall be eligible to Series A only. Members over sixty years of age shall not be eligible to membership in the Mutual Benefit Department. No member will be given more than one certificate.

Sec. 3.—This department reserves the right to place any applicant in a series, lower in amount than that applied for, or to which the applicant

may be eligible, whenever the proper officers in charge of the department consider such action justified by the health record furnished with the application.

ARTICLE V.—OFFICERS.

Section 1.—The officers of this department shall consist of an Insurance Committee, a President and a Secretary-Treasurer. The Insurance Committee, which shall be the General Executive Board of the Union, shall be elected by the General Assembly. The International President of the Union shall be, ex-officio, the President; the International Secretary-Treasurer of the Union shall be, ex-officio, the Secretary-Treasurer.

ARTICLE VI.—THE INSURANCE COMMITTEE.

Section 1.—All death claims shall be examined and passed upon by the Insurance Committee, and no claim shall be paid until approved by a majority of the Committee. Any member or claimant who is dissatisfied with any decision made by the President or the Insurance Committee may appeal to the General Assembly of the Union. Provided, an appeal from their decision must be taken within ninety days from the date of receiving notice of the decision to be appealed from.

Sec. 2.—The Insurance Committee shall decide any and all questions that may arise, subject to appeal to the General Assembly. The Committee shall elect one of their number as Chairman, who shall submit, biennially, to the General As-

sembly a written report of all business transacted by the Committee.

ARTICLE VII.—THE PRESIDENT.

Section 1.—The President shall be the executive head of the department.

ARTICLE VIII.—THE SECRETARY-TREASURER.

Section 1.—The Secretary-Treasurer shall keep a true record of all the business of the department, a register of the members, with the number and date of each certificate issued; receive and hold in trust all funds of the department, and for each approved claim he shall as soon as possible pay to the proper person or persons such amount as may be realized from an assessment levied for the purpose of paying the claim. Provided, the amount paid shall in no case exceed the amount for which the member was insured. He shall submit a correct report biennially, or oftener, if required by the Insurance Committee, of business transacted by him, number of members and the condition of the department, and exhibit proper vouchers and receipts for all expenditures. His books shall at all times be subject to the inspection of the Insurance Committee or any person appointed by them.

ARTICLE IX.—APPLICATIONS.

Sec. 1.—All applications for membership must be made in writing to the Secretary-Treasurer upon a blank, approved by the Insurance Committee, and be forwarded to the Secretary-Treasurer (invariably accompanied by the required

fee), certified to by the applicant as to the truth of the application. All questions asked in the application can be accepted by the department, and the application, together with each and every statement contained therein, shall constitute the basis and form a part of the agreement for insurance between the applicant and the department. The department shall have the right to reject any application, and any member of the department may protest against the admission of any person.

Sec. 2.—When the application is in due form, there being no protest, and the President and Secretary-Treasurer know of no cause why a certificate should not be issued, they shall immediately issue a certificate in accordance with Article XI. When a protest is entered against the admission of any person, all papers shall be referred to the Insurance Committee, but any person may appeal from their decision, as provided in Article VI.

Sec. 3.—If such application for insurance is rejected, such rejection shall in no way affect membership in the Union.

Sec. 4.—Members of the Union whose dues and assessments are not fully paid within sixty days from the beginning of the semi-annual dues periods shall forfeit their membership in the Mutual Benefit Department without further notice.

ARTICLE X.—FRAUDULENT STATEMENTS.

Section 1.—Fraudulent or false statements made to procure the issuance of a certificate shall

be sufficient cause for the revocation of the same or the non-payment of any claim arising thereunder.

ARTICLE XI.—MEMBERSHIP.

Section 1.—Applicants for membership, if accepted, shall be duly accredited as members, and their insurance shall be in effect at and from twelve o'clock, noon, of the date upon which their application is accepted by the department, and certificate must be dated to correspond.

ARTICLE XII.—EXCHANGING CERTIFICATE.

Section 1.—Any member who shall file a request upon a blank provided for that purpose may exchange the certificate held by him for a certificate for a less amount, and upon the filing of such request in proper form, the surrender of the certificate held, and the payment of all assessments due thereon, and paying the sum of one dollar, transfer fee, the Secretary-Treasurer shall immediately issue a certificate for the amount specified to the member making such request, and such certificate shall be dated and take effect upon the date on which the exchange is made. Any member may exchange the certificate held by him for a certificate for a greater amount, provided he is entitled to such greater amount under the provisions of Article IV of these laws, and is in satisfactory physical condition, by making application on regular blank application for membership, surrendering the certificate held, paying all assessments due thereon, and paying the sum of one dollar, transfer fee, and the cer-

tificate surrendered shall become void on the date the new certificate takes effect. If any application for exchange of certificate for a greater amount is rejected, the 'surrendered certificate shall remain in full force and the transfer fee shall be returned, together with the surrendered certificate.

ARTICLE XIII.—FEES.

Section 1.—The fee for membership must in all cases accompany the application for membership, and no application shall be accepted or certificate issued by the Secretary-Treasurer until the fee is received by him. Such fee shall be one dollar for Series A, B and C. All amounts received for fees shall be placed to the credit of the general fund of the Union.

ARTICLE XIV.—ASSESSMENTS AND FORFEITURES.

Section 1.—Not later than the 15th day of December in each year the Secretary-Treasurer shall mail to each member of the department, at the last given address as shown in the books in his office, notices, advising him that on the first day of each month for the succeeding year he is required to pay an assessment of twenty-five cents for certificates in Series A, forty cents for certificates in Series B and eighty cents for certificates in Series C.

Sec. 2.—Should the amount of the assessment thus provided prove insufficient to pay the approved claims against the department, the Secretary-Treasurer shall, by and with the advice

and consent of the Insurance Committee, levy extra or special assessments in such sums as are directed, and of which he shall mail notice to each member of the department. If any of the above assessments are not paid at the office of the department within two calendar months from the date of the notice thereof, the certificate or certificates upon which such payments have not been made, shall thereupon become forfeited, together with all rights to any benefit thereunder, without further notice. If after the approved claims against the department for the year are paid there shall be in the treasury to the credit of the fund a surplus which shall render such action consistent, one or more assessments may be suspended or omitted from the notices of the following year.

Sec. 3.—The sending of any notice of assessment shall not in any case constitute, or be considered as, a waiver of any previous unpaid assessment.

ARTICLE XV.—READMISSIONS.

Section 1.—Members who forfeit membership in the Mutual Benefit Department can only be readmitted as new members by complying with all the requirements of Articles IX and XIII of the Mutual Benefit Department laws, and the laws of the Union governing the admission of new members.

ARTICLE XVI.—DEATH CLAIMS.

Section 1.—When the death of a member of the Department occurs, proof of such death shall

be made upon blanks furnished by the Secretary-Treasurer, in accordance with the instructions of the Insurance Committee, and the claim shall be paid after being submitted to the Insurance Committee and approved by them. Claims for benefit and proof of death must be filed within one year from the date of death, and unless claim and proof is so filed with the Secretary-Treasurer within one year from the date of death, this Department shall be relieved of any liability arising from or growing out of such claim.

ARTICLE XVII.—DISABILITY—INABILITY TO PAY ASSESSMENTS.

Section 1.—Should a member of the Department become totally and permanently disabled from performing any labor, and shall furnish satisfactory proof of the same to the Insurance Committee on a blank provided for the purpose, the Insurance Committee may order his assessments in the Mutual Benefit Department paid from the expense fund of the Department, charging same against such member's certificate, and deducting all such sums from his benefit when finally paid, provided the proper authority be given by the holder of the certificate for such payment and deduction.

ARTICLE XVIII.—ADDRESS OF MEMBERS.

Section 1.—It is the imperative duty of every member to notify the Secretary-Treasurer of any change in his address, and the department shall not be responsible for any delinquencies which

may occur through any failure to notify the Secretary-Treasurer of change of address.

ARTICLE XIX.—DESIGNATE PERSONS TO WHOM BENEFITS ARE PAYABLE.

Section 1.—All assessments are payable at the office of the department, and must be forwarded by the member direct to the Secretary-Treasurer. Any remittance made in payment of assessments may be applied to unpaid assessments previously due. The applicant must designate in his application some person or persons to whom benefit shall be paid in event of his death, and the Secretary-Treasurer shall enter such designated name or names upon the register of the department, and also upon the certificate of membership. Any member desiring to make a change in the named beneficiary may do so with the consent of the department by making request for such change on a blank provided for that purpose and returning the certificate for necessary changes and the payment of one dollar, provided no benefit shall be made payable to anyone not having an insurable interest in the life of the member.

ARTICLE XX.—DUPLICATE CERTIFICATES.

Section 1.—The Secretary-Treasurer shall, upon application upon a blank provided by him, issue a certificate to replace any which may have been lost or destroyed, upon the payment of one dollar. Such certificate must be plainly marked "Duplicate," and notation of the issue must be made upon the register, giving date.

ARTICLE XXI.—NOTICE OF ASSESSMENT.

Section 1.—The notice of assessment shall be written or printed, or partly written and partly printed, and placed in an envelope, properly addressed to the member for whom it is intended as his address is shown on the books of the department, one full rate of postage paid thereon, and deposited in the postoffice. The envelope in which such assessment notices are enclosed must have a printed return card thereon. All notices of assessment shall be printed in *The Commercial Telegraphers' Journal*. To insure proper credit being given, members must return the notice of assessment with their remittance, and the department shall not be responsible for any error that may occur in consequence of failure on the part of any member to return any notice. The Secretary-Treasurer will, upon receipt of remittance, immediately give the proper credit and mail to the member a receipt for the same, which may be written or printed, and upon which such information relative to the department as is consistent may be printed.

ARTICLE XXII.—BENEFITS—TO WHOM PAYABLE.

Section 1.—Death benefits shall only be payable to the families, heirs, blood relations, affianced wife of, affianced husband of, or to persons dependent upon the member. Provided, that the member having no wife or children living may, with the consent of the General Assembly, make a charitable institution his beneficiary.

Sec. 2.—In default of the above, the expenses of the last sickness and funeral of the deceased shall be paid by the Secretary-Treasurer. Provided, no other provision has been made for the payment, and further provided, that bills for the same are approved by the Insurance Committee. In no case shall the amount so paid exceed the benefit, and the bills for such expenses shall be paid in the order of their presentation to the Secretary-Treasurer. Any balance remaining after this article has been complied with shall revert to the expense fund of the department.

Sec. 3.—No part of the Mortuary Fund created by assessments shall be paid out, loaned or diverted for any purpose whatever, except for the payment of approved death claims.

ARTICLE XXIII.—MONEY—HOW FORWARDED.

Section 1.—All moneys must be forwarded by draft, express or postoffice order, and all charges for expressage, collection or exchange must be prepaid.

ARTICLE XXIV.—AMENDMENTS.

Section 1.—These laws can only be repealed, altered or amended in accordance with the provisions of Article XXXI of the Constitution.

ARTICLE XXV.—HEIGHTS AND WEIGHTS.

Section 1.—The following table of heights and weights will govern the acceptance of applications for membership in the Mutual Benefit Department, except when no objection to the acceptance of the applicant appears other than ex-

cessive or light weight, in which case the Insurance Committee may, on sworn certificates from at least two reputable physicians, made upon blanks furnished by the Committee, showing to the satisfaction of the Committee a satisfactory physical condition on the part of the applicant, accept such applicant:

Sec. 2.:

Height.	—Weight—	
	Light.	Heavy.
5 feet	92	177
5 feet 1 inch	96	181
5 feet 2 inches	100	185
5 feet 3 inches	104	189
5 feet 4 inches	108	195
5 feet 5 inches	112	202
5 feet 6 inches	114	206
5 feet 7 inches	116	208
5 feet 8 inches	120	215
5 feet 9 inches	124	221
5 feet 10 inches	128	228
5 feet 11 inches	132	234
6 feet	136	241
6 feet 1 inch	140	247

Six pounds to the inch added for a person over six feet one inch in height.

Sec. 3.—An allowance of four pounds from minimum weights shown in the foregoing table may be made in considering applications of women.

SPECIAL RULES OF ORDER.

The following rules shall govern sessions of the General Assembly.

SESSIONS OF GENERAL ASSEMBLY.

The daily sessions of the General Assembly shall be from 9 a. m. to 12:30 p. m., and from 2 p. m. to 5:30 p. m.

ORDER OF BUSINESS.

1. Opening ceremony.
2. Roll call.
3. Reports of Officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New business.
9. Election of Officers.
10. Installation ceremony.
11. Closing ceremony.

INTRODUCTION OF BILLS, ETC.

Section 1.—Delegates introducing matter shall supply copies thereof to the International Secretary-Treasurer in triplicate.

ROLL CALL.

Sec. 2.—The roll of general officers and delegates shall be called at the opening of each session of the General Assembly, and a correct record of the same kept, and those absent at roll

call shall be shown in the proceedings of each day's session.

RECORDED VOTE.

Sec. 3.—The roll shall be called and the vote of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegate.

LIMIT OF DEBATE.

Sec. 4.—Any Officer or Delegate desiring to speak on a question before the General Assembly shall arise and address himself to the International President, giving his name, and if a delegate the number of his local, and, on being recognized, shall proceed, confining himself to the question under consideration, avoiding all personalities. No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard, nor for a longer period than *ten minutes* at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration, in which case he shall be allowed to close the debate.

AMENDMENTS.

Sec. 5. When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further amendments shall be in order except a substitute and one amendment to the substitute. No amend-

ment shall be in order that has for its object the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION.

Sec. 6. If the previous question is moved the question shall be, "Shall the main question be now put?" which shall be put to the General Assembly without debate. If carried by a majority vote no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS.

Sec. 7. When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.
5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Sec. 8.—Which several motions shall have precedence in the order named herein.

Sec. 9.—A motion to fix the day or time to which the General Assembly shall adjourn, to adjourn and to take a recess shall always be in order.

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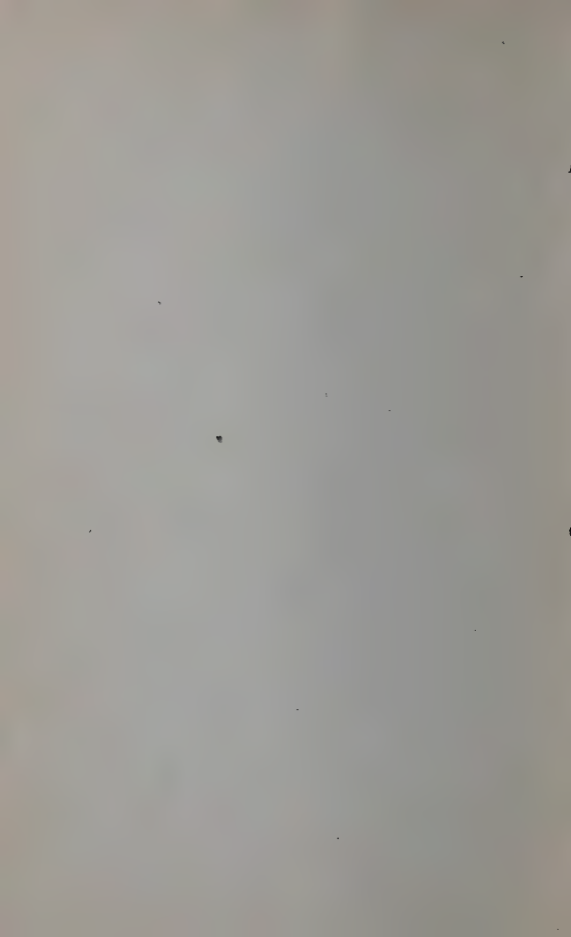
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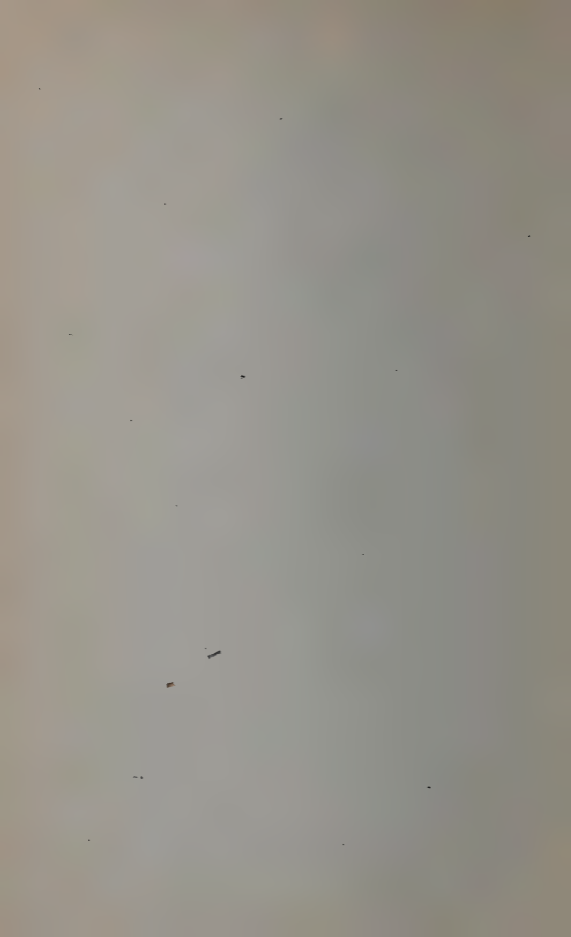
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CONSTITUTION

THE COMMERCIAL TELEGRAPHERS' UNION of AMERICA



1914

General Offices, Chicago

CONSTITUTION
OF THE
COMMERCIAL
TELEGRAPHERS' UNION
OF AMERICA

Adopted at the First Regular Convention, held at New York, July 19, 1903, and Revised and Amended at St. Paul, 1904; Cincinnati, 1906; Milwaukee, 1907; Milwaukee, 1908; Chicago, 1910; Buffalo, June 10, 11 and 12, 1912, and Detroit, June 8, 9, 10 and 11, 1914.

1914 — HISTORICAL.

The Commercial Telegraphers' Union of America is the result of an amalgamation in March, 1903, at Washington, D. C., of two organizations—The International Union of Commercial Telegraphers with headquarters at Chicago, and the Order of Commercial Telegraphers with headquarters at St. Louis, Mo.

The International Union of Commercial Telegraphers had its inception at Chicago in June, 1902, and held its first convention in Chicago in September of the same year.

The Order of Commercial Telegraphers was the outgrowth of the Brotherhood of Commercial Telegraphers fostered for several years by the Order of Railroad Telegraphers. The International Union of Commercial Telegraphers and the Brotherhood of Commercial Telegraphers both applied to the American Federation of Labor for a charter. The American Federation of Labor at its New Orleans convention, ordered a joint convention of the two organizations which was held at Pittsburgh in December, 1902. The International Union of Commercial Telegraphers did not attend this convention and the Order of Commercial Telegraphers was formed, the officials of the Order of Railroad Telegraphers turning over the membership of the Brotherhood of Commercial Telegraphers into the new organization.

The following March, representatives of both the International Union of Commercial Telegraphers and the Order of Commercial Telegraphers got together and the Commercial Telegraphers' Union of America was agreed upon as the title of the amalgamated organization, and the first convention was held at New York in July, 1903.

PREAMBLE.

We, the COMMERCIAL TELEGRAPHERS OF AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who work at the trade of telegraphy, believe that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our objects:

To protect, maintain and advance trade interests and secure better conditions of employment;

To establish and uphold a fair and equitable rate of wages;

To give all moral and material aid in its power to its members and those dependent upon them;

To distinguish the work performed by members of the Union and make it preferred;

To discourage the indiscriminate teaching of telegraphy.

Therefore, we deem it compatible with individual rights to establish laws for the government of our Union, and we adopt and promulgate the following constitution:

CONSTITUTION OF THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA

ARTICLE I.—NAME.

Section 1.—This organization shall be known as the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA.

ARTICLE II.—JURISDICTION.

Section 1.—Its jurisdiction shall embrace all branches of the telegraph service other than those employed by railroads.

ARTICLE III.—ELIGIBILITY TO MEMBERSHIP.

Section 1.—Any white person of good moral character, who is over 16 years of age, and is actually employed as a commercial telegrapher, or as an operative connected with an automatic telegraph machine, bookkeeper or clerk in the commercial telegraph service, or in the operation of a telephone switch-board, shall be eligible to membership: Provided, any commercial telegrapher of three years' experience although not actually so employed is eligible to membership.

ARTICLE IV.—HOW COMPOSED.

Section 1.—This organization shall be composed of subordinate units known as system divisions and district local Unions of not less than fifteen members acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V.—GENERAL ASSEMBLY.

Section 1.—The supreme authority in the Union shall be vested in the General Assembly; it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. In it alone is vested power to establish subordinate units and there is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article XXXI.

Sec. 2.—The General Assembly shall be composed of the International Officers, the General Executive Board and duly accredited delegates from the subordinate units elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

Sec. 3.—It shall divide the territory under the jurisdiction of the General Assembly into districts which may be assigned to subordinate units.

ARTICLE VI.—SESSIONS.

Section 1.—The General Assembly shall convene in regular session on the second Monday in

June, biennially, at 10 o'clock a. m., in such city as may be determined upon by the previous session.

Sec. 2.—Special sessions may be called at any time that the interests of the Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request of not less than five subordinate units, representing fifty-one per cent of the membership of the Union. Thirty days' notice of said special convention shall be given all subordinate units.

Sec. 3.—The officers of the General Assembly and members of the General Executive Board shall be delegates at large and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by subordinate units or individual members.

Sec. 3a.—Any International Past President of this Union, who has remained in continuous good standing since leaving the office of President, shall be entitled to a voice and vote in the convention, if present.

Sec. 4.—Delegates at large shall not be eligible to election as delegates from subordinate units. Matters submitted to the Biennial Convention by subordinate units or members either directly or through delegates at large must be addressed to the General Assembly and not to a Committee thereof, and units or members shall supply six copies of all matter so submitted.

Sec. 5.—When the roll of delegates-elect of subordinate units in good standing and entitled to representation is read by the International Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 6.—Only members of the Union in good standing shall be eligible to office, provided that none of the International Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 7.—The first business of the General Assembly shall be to nominate and elect by ballot, by a majority vote, a committee of five, whose duty it shall be to name as soon as practicable the following committees, to consist of five members each, and it shall immediately name a committee of five on credentials:

Committee on Constitution.

Committee on grievances and appeals.

Committee on subordinate units.

Committee on state and national legislation.

Committee on Mutual Benefit Department.

Committee on officers' reports.

And the following committees to consist of three members each:

Committee on resolutions and greetings.

Committee on finance and salaries.

Committee on official organ.

Committee on printing.

Committee on press.

Committee on ritual.

Committee on location of General Assembly session.

Committee on rules.

No member of the committee on committees shall be eligible to appointment on any committee appointed by that committee.

ARTICLE VII.—REPRESENTATION.

Section 1.—Each subordinate unit chartered at least thirty days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each one hundred members or major fraction thereof.

Sec. 2.—The basis of representation shall be computed on the membership of the subordinate unit in good standing at the end of the dues period immediately preceding the session of the General Assembly.

Sec. 3.—No subordinate unit shall be entitled to representation in the General Assembly which is indebted to the General Assembly or which shall fail to file annual reports, provided that this section may be suspended and the delegates of any subordinate unit be admitted if two-thirds of the members present vote in favor thereof.

Sec. 4.—Delegates to the General Assembly must be members of the Union in good standing and members of the subordinate unit which they represent. No member shall be eligible to election as delegate or as alternate until thirty days after admission to the subordinate unit, except in the organization of a new subordinate unit.

Sec. 5.—The *prima facie* evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the International President and International Secretary-Treasurer of the Union.

ARTICLE VIII.—DUTIES OF COMMITTEES.

Section 1.—It shall be the duty of the Committee on Credentials to examine into the regularity of the election and credentials of the delegates and the right and title of the subordinate units to representation in the General Assembly.

Sec. 2.—It shall be the duty of the Committee on Constitution to prepare and present to the General Assembly such amendments to the Constitution as may be necessary.

Sec. 3.—It shall be the duty of the Committee on Grievances and Appeals to carefully inquire into all grievances referred to it by the General Assembly. It shall consider all cases of appeals from the decision of the International President or the General Executive Board, and make a full and concise report thereon to the General Assembly, together with its recommendations in the matters considered.

Sec. 4.—It shall be the duty of the Committee on Subordinate Units to examine into their condition and standing, and recommend such changes as will better their condition.

Sec. 5.—It shall be the duty of the Committee on Mutual Benefit Department to inquire into the business done by, and the management of the de-

partment, and make such recommendations as they deem proper for its improvement.

Sec. 6.—It shall be the duty of the Committee on State and National Legislation to consider matters presented to the General Assembly regarding legislative movements for the betterment of the condition of working men and women.

Sec. 7.—It shall be the duty of the Committee on Officers' Reports to edit the reports of the various International and General Officers for publication in the minutes and to recommend action to be taken on matters covered therein.

Sec. 8.—It shall be the duty of the Committee on Resolutions and Greetings to answer greetings addressed to the General Assembly, and to prepare and introduce resolutions on matters referred to it by the General Assembly.

Sec. 9.—It shall be the duty of the Committee on Finance and Salaries to recommend the amount of salary to be paid the officers of the General Assembly.

Sec. 10.—It shall be the duty of the Committee on Official Organ to inquire into the condition of the Journal, and to make such recommendations for its improvement as the committee may deem wise.

Sec. 11.—It shall be the duty of the Committee on Printing to arrange for the printing ordered by the General Assembly while in session, and to distribute all printed matter to be furnished the members of the General Assembly.

Sec. 12.—It shall be the duty of the Committee on Press to prepare and furnish such information to the public press concerning the transactions of the General Assembly as it may deem proper.

Sec. 13.—It shall be the duty of the Committee on Location of the General Assembly Session to hear the claims and propositions of the representatives of the various cities, and to recommend to the General Assembly a city in which to hold the next session.

Sec. 14.—It shall be the duty of the Committee on Rules to report as soon as practicable after its appointment, a form of procedure and a set of rules for the government of the sessions of the General Assembly.

Sec. 15.—All committees shall make their final reports in writing in duplicate.

ARTICLE IX.—RULES OF ORDER.

Section 1.—Roberts' Rules of Order shall govern the deliberations of the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA unless otherwise provided.

ARTICLE X.—SEAL.

Section 1.—The official seal of the General Assembly shall be circular in form, and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all official documents, circulars and papers emanating from the General Assembly and its executive of-

ficers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI.—OFFICERS OF THE GENERAL ASSEMBLY.

Section 1.—The Officers of the General Assembly shall be:

An International President.

An International Vice-President.

An International Secretary-Treasurer.

And a General Executive Board, consisting of five members, no two of whom shall be located in the same city.

Sec. 2.—Officers of the General Assembly shall be amenable only to the General Executive Board during their term of office.

Sec. 3.—The Officers of the General Assembly shall be elected by a majority vote at the biennial session of the General Assembly, or at any special session of it, if deemed wise, and shall serve until their successors are duly elected.

Sec. 4.—In case of the death, resignation, removal or suspension of the International President, the International Secretary-Treasurer shall assume the office temporarily, and the General Executive Board shall, within sixty days, call a special session of the General Assembly for the purpose of electing an International President, and the transaction of such other business as may be properly brought before it.

Sec. 5.—In case of the death, resignation, removal or suspension of the International Secre-

tary-Treasurer, the International President shall assume the office temporarily, and the General Executive Board shall, within sixty days, call a special session of the General Assembly for the purpose of electing an International Secretary-Treasurer, and transacting such other business as may properly come before it. The General Executive Board shall immediately convene at the headquarters of the union and audit the accounts of the former International Secretary-Treasurer and transfer the funds to his successor, who shall then have authority to disburse them in accordance with the laws of the organization. The International President, acting as International Secretary-Treasurer, shall, after assuming office, temporarily have authority to disburse such funds as may come into his hands after assuming office, prior to the meeting of the General Executive Board for the purpose of auditing the accounts; but no funds on hand prior to his assuming office shall be disbursed until the accounts have been audited except by consent of the General Executive Board.

ARTICLE XII.—INTERNATIONAL PRESIDENT, DUTIES OF.

Section 1.—The International President shall devote his entire time to the Union, and it shall be his duty to preside at all sessions of the General Assembly, and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of the Union and shall call to account

any member of the Union or any subordinate unit violating the same.

Sec. 3.—He shall select the password for each semi-annual period, and shall communicate the same to the presidents or general chairmen of the various subordinate units by cipher.

Sec. 4.—He shall pass upon and approve or reject all applications for charters for the establishment of subordinate units when received from the International Secretary-Treasurer, properly endorsed by him, and the International President shall have power to suspend the same for cause, by and with the consent of the General Executive Board.

Sec. 5.—He shall pass upon and approve or reject the by-laws of subordinate units, and such by-laws shall not be effective until approved by the President.

Sec. 6.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts. A Deputy President shall receive only such salary, expenses or compensation as the General Executive Board may determine.

Sec. 7.—He may, with the consent of the General Executive Board, suspend from office any officer of a subordinate unit, but such suspension shall not deprive such officer of any of his rights as a member of the Union.

Sec. 8.—He shall devote as much of his time as possible to organizing. He may appoint and employ organizers at such salary as the General Executive Board may determine.

Sec. 9.—Upon receiving an official statement of a grievance from a General or District Chairman, or Board of Adjustment, the International President shall, in conjunction with the proper committee, renew all honorable methods to effect an amicable and satisfactory adjustment. Failing in this, the International President and the General or District Committee, or Board of Adjustment shall have authority to order a strike; Provided, that such action is agreed upon by two-thirds of the committee interested. In the event of a strike, the International President shall be the recognized leader and shall have authority to command the entire resources of the Reserve Fund. The agency hereinbefore authorized to sanction a strike shall also have the authority to declare a strike at an end.

Sec. 10.—The International President shall have authority to appropriate such moneys from the Reserve Fund for legal advice and other expenses as in his judgment may be necessary for the successful prosecution of a strike.

Sec. 11.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may demand concerning matters pertaining to the affairs of the Union.

Sec. 12.—He shall give a bond satisfactory to the General Executive Board, which shall be held

in trust by it, and at the end of his term of office he shall make a full and complete report to the General Assembly of all his official acts, together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 13.—He shall employ the clerical help necessary to conduct the business of his office, and shall pay such salaries as the General Executive Board may determine.

Sec. 14.—When absent from headquarters in the interest of the Union, he shall receive reasonable traveling and living expenses, payable upon the approval of expense account.

ARTICLE XIII.—INTERNATIONAL VICE-PRESIDENT, DUTIES OF.

Section 1.—An International Vice-President shall be nominated and elected as provided in this Constitution, and shall hold office until his successor is duly selected and qualified. He shall in all respects perform the duties of the International President in his absence, or when incapacitated, and shall at all times render him such other assistance as he may direct.

ARTICLE XIV.—INTERNATIONAL SECRETARY-TREASURER, DUTIES OF.

Section 1.—It shall be the duty of the International Secretary-Treasurer to keep an accurate record of the proceedings and transactions of the biennial and all special conventions, to preserve

the records and papers of the Union, and perform such other duties as may be designated by the Constitution.

Sec. 2.—He shall receive all moneys due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the official organ at all times.

Sec. 3.—He shall receive all applications for charters to establish subordinate units, and when accompanied by the required fee he shall forward such application to the International President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all subordinate units, with the dates of their organization, their time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General Assembly, and shall provide himself with all the books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of subordinate units and notification of the election of Delegates and Alternates he shall immediately

mail to each delegate-elect a certificate bearing his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and shall pay such salaries as the General Executive Board shall deem proper.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions and shall furnish the Committee on Credentials with all desired information.

Sec. 10.—He shall furnish a bond satisfactory to the General Executive Board indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion, said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official reports, credentials, seals, books, report blanks, stationery and supplies, with constitutions and laws and other matter ordered by the subordinate units, the International Officers or General Executive Board, to be printed and kept in stock, and shall

be the custodian thereof, and shall furnish the same upon requisition. Receipts for dues issued to members by secretaries of subordinate units shall only be written on the form supplied by the International Secretary-Treasurer.

Sec. 12.—He shall furnish semi-annual membership cards, such cards to be issued direct to the members by the International Secretary-Treasurer upon receipt of reports accompanied by full remittances from the Secretary-Treasurer of a subordinate unit.

He may also provide a suitable annual card for members desiring to pay dues in advance for such period.

Cards to be of uniform make, design and lettering, and bear the emblem of the Union, the date upon which the member was last initiated, and fac-simile signatures of the International President and International Secretary-Treasurer.

Sec. 13.—He shall make a charge of \$1.00 for all duplicate cards furnished.

Sec. 14.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 15.—He shall devote his entire time to the interests of the Union and shall receive as compensation for his service a salary to be fixed by resolution at the biennial convention.

Sec. 16.—When absent from his headquarters in the interest of the Union he shall receive

reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 17.—At each regular session of the General Assembly he shall render a full and complete report of all of his official acts and an accurate and comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities.

ARTICLE XV.—GENERAL EXECUTIVE BOARD, DUTIES OF.

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be located in the same city.

Sec. 2.—It shall fill any vacancies of general officers (except the offices of International President and International Secretary-Treasurer) until the next session of the General Assembly.

Sec. 3.—It shall have appellate jurisdiction when the biennial convention is not in session, and its decision shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least five days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the International Secretary-Treasurer, with the assistance of a bonded expert accountant, and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the International Secretary-Treasurer to be audited by a bonded expert accountant

each six months or oftener, in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employes of the General Assembly.

Sec. 7.—Should any officer of the General Assembly fail or refuse to perform the duties prescribed by the constitution it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal.

Sec. 8.—Should charges be preferred against any officer of the General Assembly the Board shall have full authority and power to investigate such charges and may take summary action in any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the subordinate unit of which he is

a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Executive Board shall be custodian of the bonds of the International officers.

ARTICLE XVI.—GENERAL ASSEMBLY REVENUE.

Section 1.—The revenue of the General Assembly shall be derived as follows:

- a. One dollar of each initiation fee.
- b. Two dollars and fifty cents of each member's semi-annual dues.
- c. All profits on sales of supplies to the subordinate units.
- d. Special assessments levied by the General Executive Board.

Sec. 2.—The General Assembly proportion of semi-annual dues shall be apportioned as follows:

One dollar and fifty cents to the General Fund, fifty cents to the Reserve Fund and fifty cents to the Commercial Telegraphers' Journal.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—The Reserve Fund shall be used for no other than the purposes set forth elsewhere in the constitution.

Sec. 5.—The Journal Fund shall be credited to and used in publishing the official organ.

Sec. 6.—All monies received and for which there is no provision made shall be credited to the General Fund.

ARTICLE XVII.—SALARIES.

Section 1.—The salaries of the International President and International Secretary-Treasurer shall be fixed by resolution at the biennial convention.

Sec. 2.—Members of the General Executive Board and delegates to the annual convention of the American Federation of Labor shall be paid five dollars per diem and actual expenses while engaged in the business of the Union.

ARTICLE XVIII.—OFFICIAL JOURNAL.

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS' JOURNAL," published monthly under the management and editorship of the International Secretary-Treasurer, and the policy of the several departments shall be in accord with that of the International President.

Sec. 2.—There shall be maintained in the Journal departments of an editorial and literary character calculated to promote the general welfare of the Union and the moral and intellectual character of its members. Also notice of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The International Secretary-Treasurer shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it

shall be mailed regularly to him, provided that the subscription price of one dollar per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal shall be under the direction of the International Secretary-Treasurer.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of the Union and the proceeds derived from its publication after all expenses have been paid shall revert to the General Fund of the Union.

Sec. 7.—The cost of The Journal shall not be permitted to exceed the regular per capita subscription without the consent of the General Executive Board.

Sec. 8.—No subordinate unit or member thereof shall issue any paper, journal or magazine representing THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, or any portion of the membership of the same.

Sec. 9.—Except in case of subordinate units addressing their own members no subordinate unit nor any member or members of the Union shall issue any circular or petition to locals or members of the Union without the same being first approved by the International President, and a certificate of approval shall be attached to and accompany the circular or petition: Provided, this does not apply to action under Article XXXI of the Constitution.

Sec. 10.—The International Secretary-Treasurer shall make a separate annual report to the

General Assembly of the revenues and expenditures of The Commercial Telegraphers' Journal, as well as a report to the biennial convention.

ARTICLE XIX.—CHARGES, TRIALS AND APPEALS.

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers' Union of America. Such charges must be made in writing and must be filed with the Chairman of the General Executive Board.

Sec. 2.—The Chairman shall at once notify the accused, furnishing him with a copy of the charges, and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall be subject to the action of the next convention, but shall be final in the interim.

Sec. 3.—In any case where witnesses are located in remote places, or if they are unable to appear before the Board, the testimony may be taken in writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 4.—When such procedure is necessary, notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XX.—DELEGATES TO THE AMERICAN FEDERATION OF LABOR.

Section 1.—Delegates to the American Federation of Labor shall be elected at the biennial convention of the General Assembly.

LAWS GOVERNING LOCAL UNIONS

ARTICLE XXI.—HOW FORMED.

Section 1.—Fifteen or more persons eligible to membership in any district, may, with the approval of the International President and International Secretary-Treasurer, organize themselves into a District Local or a System Division: Provided, however, that not more than one district local shall be established in the same city without the consent of the previously existing local Union.

OFFICERS.

Sec. 2.—The officers of a District Local shall consist of a President, Vice-President, Secretary-Treasurer, such other officers as the Local may deem necessary and an Executive Board of not more than nine members.

Sec. 2a. The officers of a System Division shall consist of a General Chairman, a General Secretary-Treasurer, a General Committee, composed of one Local Chairman for each division or district, and such other officers as the division may deem necessary, provided: where the ter-

ritory assigned to a System Division is divided into less than three or more than five districts or divisions the General Committee may be provided for in the by-laws to meet existing conditions.

OFFICERS—DUTIES OF.

Sec. 3.—It shall be the duty of the President or General Chairman to preside at all meetings of the subordinate unit, preserve order therein, decide all questions of order, subject to appeal to the subordinate unit, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—The Vice-President shall, in the absence of the President, perform all the duties appertaining to the office.

Sec. 5.—It shall be the duty of the Local or General Secretary-Treasurer to keep a true record of the proceedings of the subordinate unit, conduct the correspondence of the subordinate unit, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the International Secretary-Treasurer. He shall receive all funds of the subordinate unit from whatsoever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the International Secretary-Treasurer); have charge of and hold in trust the seal and all books, papers and moneys, keeping a just and true account thereof. He shall deposit the funds of the subordinate unit from time to time in such bank or trust company and

in such a manner as the subordinate unit may decide. He shall pay all orders drawn by the President or General Chairman, by order of the subordinate unit, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, suspended, expelled and deceased, with date and causes, together with a true statement of the funds received and disbursed. He shall render a report to the International Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initiation fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other properties of the subordinate unit in his possession.

AUDITS.

Sec. 6.—The President or General Chairman and the Executive Board or General Committee shall audit the accounts of the local or General Secretary-Treasurer whenever a change in that office occurs, and also during the months of December and June of each year for the preceding period. They shall also verify the bank balance on deposit. The Auditing Committee as named above shall report its findings in writing at the next regular or special meeting. The President or General Chairman shall attest a copy of the committee's report and immediately forward same to the International Secretary-Treasurer.

The International Secretary-Treasurer shall have authority at any time to examine the books of any subordinate unit in person or by deputy.

LOCAL EXECUTIVE BOARD AND GENERAL COMMITTEES—DUTIES OF.

Sec. 7.—The Executive Board or General Committee shall in addition to the duties hereinbefore provided, perform such other duties as the subordinate unit may determine.

DISTRICT AND DIVISION COMMITTEES—DUTIES OF.

Sec. 8.—In the districts outlined by the General Assembly under the jurisdiction of one or more district locals, a district committee shall be elected for each branch of the telegraph service commonly known as commercial, broker, press, leased wire or other classifications, according to kind of service.

(a) This committee shall consist of at least one member from each local in the same district and the members of the committee shall be elected at the regular meeting in December.

(b) Where there are less than five locals in the same district, the largest local shall elect additional representatives to form a committee of five members.

(c) Where more than fifteen telegraphers in the district are employed by the same firm, company or corporation, a separate district committee of not less than three nor more than five shall be elected to represent them.

(d) Nominations shall be announced not later than the first meeting next preceding the time of election.

(e) The candidates receiving the highest vote shall be declared elected and shall immediately assume their respective duties.

(f) Where the district committee so elected represents the employes of one corporation whose territory is divided into divisions and subdivided into districts, or a similar form of organization, the chairmen of the various district committees in the same division shall form the division committee.

(g) The members of a Division committee so formed may provide for the election of a General Committee to meet conditions.

(h) The District Committee shall have jurisdiction over all grievances which may arise in its district.

(i) The Division Committee shall have jurisdiction over all grievances which may arise in its territory affecting two or more districts and any grievances which may be referred to it affecting its division.

ELECTION OF OFFICERS.

Sec. 9.—The officers of the subordinate unit shall be annually elected by ballot at the first regular meeting of the subordinate unit in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention

shall be elected at the first regular meeting in April preceding the session of the biennial convention. Vacancies shall be filled as the subordinate unit may determine.

Sec. 9a.—The International President may upon request from a subordinate unit issue a dispensation to that subordinate unit to hold its election and installation upon a date that will not conflict with negotiations.

SUBORDINATE UNITS—POWERS OF.

Sec. 10.—Subordinate units shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, all rights of appeal to the General Executive Board and the biennial convention being reserved.

BOARDS OF ADJUSTMENT.

Sec. 11.—Members employed on a system of wires other than those commonly known as commercial companies may, with the approval of the International President, establish a Board of Adjustment, to consist of not less than three of their number, whose jurisdiction shall extend over all telegraphers directly employed by such a system.

Sec. 12.—The International Secretary-Treasurer shall mail to each member employed by such system, not later than October 15 of each year, a blank for nominations for members of the Board of Adjustment, which must be returned not later than November 1.

Sec. 13.—Upon receipt of nominations he shall prepare a list of candidates nominated by at least three members interested and mail the same not later than November 15 to aforesaid members for the election of a committee. Ballot to close December 15, members to take office on the last day of December and serve until their successors have been duly elected and installed by the President.

REVENUE.

Sec. 14.—The revenue of subordinate units shall be derived as follows:

1. Initiation fee of not less than two dollars per member.
2. Dues of not less than eight dollars per year payable semi-annually in advance.
3. Such assessments as may be levied by the subordinate unit.

SEAL.

Sec. 15.—Each subordinate unit shall be provided with a seal by the International Secretary-Treasurer with the name and number of the subordinate unit and the words: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA," on the margin, and all official papers emanating from the subordinate unit shall bear an impression of its seal.

BY-LAWS.

Sec. 16.—Subordinate units may enact such by-laws as may be necessary and which do not conflict with the constitution, subject to the approval of the International President.

INITIATIONS.

Sec. 17.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of the Union.

Sec. 18.—Any duly accredited organizer may, where no subordinate unit exists, obligate and initiate applicants for membership, such applicants being assigned to whatever subordinate unit they may select, or to the unattached membership list, upon specifying their desire.

ARTICLE XXII.—CHARGES.

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A——— B———, do hereby charge C——— D———, a member of Local or System Division No. —, Commercial Telegraphers' Union of America, with unbecoming conduct (or violation of his obligation, as the case may be), to-wit: In that the said C——— D——— did on or about the — day of — A. D. — (here state the offense in brief and concise language).

When the charge is for a continued time the specifications may read "and habitually since that time." Otherwise there must a separate specification for each action.

The charge must be certified to, if preferred by a member, as follows: "I do hereby declare.

upon my honor as a member of the Commercial Telegraphers' Union of America, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When charges are preferred against any member the local President or General Chairman shall appoint a suitable member as commissioner to take testimony that either party may offer in relation to the case. The commissioner shall immediately after his appointment, furnish the accused with a copy of the charges by personal service, when possible, otherwise by registered letter to the last known address of the accused, and shall, within twenty days, proceed to take the testimony, first giving each party ten days' notice of the time and place of meeting for that purpose. The plaintiff and the defendant may appear in person and may also be represented by counsel, but counsel representing either party must be members of the Union in good standing. If the person preferring the charge is a member, he shall act as prosecutor unless relieved by the local President or General Chairman, in which case the local President or General Chairman shall appoint some member to act as prosecutor. If the person preferring the charges is a non-member the local President or General Chairman shall appoint some member to prosecute the charges. Testimony shall be affirmed to by members on their honor, and that of non-members

upon oath, duly administered by a civil officer. The testimony shall be taken down in full, and the commissioner shall make note of any objection made. The testimony shall be written in ink or on typewriter, and each sheet signed by the witness. The plaintiff must first make out his case.

Sec. 3.—After taking all the testimony offered the commissioner shall certify the same and report to the subordinate unit. At the time of trial no additional witnesses shall be permitted to testify, but counsel may examine. After the close of the trial the subordinate unit may debate the question for a limited time, but both plaintiff, defendant and their counsel shall retire previous to such debate and shall not be readmitted until after the ballot determining the guilt or innocence and fixing the penalty have been taken. The question of guilt shall be determined and penalty fixed by a secret ballot and a two-thirds vote shall be required to establish the same.

Sec. 4.—Penalties shall be balloted upon in the following order: First, expulsion, and should the vote fail, another ballot shall be taken on suspension. Should the ballot again fail, the local President or General Chairman shall reprimand the member, if present, or, if not, shall write a reprimand, which shall be entered on the minutes and a copy mailed the offender.

Sec. 5.—No expelled member shall be eligible for readmission in less than one year from the date of his expulsion.

ARTICLE XXIII.—CHARTERS.

Section 1.—Charters shall be issued by the General Assembly, signed by the International President and the International Secretary-Treasurer, under the seal, to subordinate units properly organized with fifteen or more members, on payment of five dollars' fee, and shall be of such form as the International Secretary-Treasurer may determine, and such sum shall revert to the General Fund.

ARTICLE XXIV.—GOOD STANDING.

Section 1.—A member neglecting or refusing to pay dues six months in advance in full is not in good standing sixty days after the expiration of the previous semi-annual period.

Sec. 2.—A member delinquent in dues for a period of six months shall be dropped from the roll of the subordinate unit without further notice. A member not in good standing is not entitled to receive The Journal nor to vote in his subordinate unit, nor shall the Grievance Committee or similar body exercise itself in his behalf in case of grievance.

ARTICLE XXV.—ANNUAL REPORT.

Section 1.—All subordinate units shall file an annual report with the International Secretary-Treasurer within sixty days from the close of the fiscal year, December 31, giving such information regarding its membership and finances as may be required by the International Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A subordinate unit shall be deemed not in good standing when four months have elapsed since its last report to the International Secretary-Treasurer and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a subordinate unit which for any reason surrenders its charter or otherwise becomes defunct, shall revert to the General Assembly and shall be held in trust until the end of the fiscal year when such monies shall be credited to the General Fund.

ARTICLE XXVI.—MEMBERS, DUTIES OF.

Section 1.—The Union expects a conscientious discharge of duty on the part of every member to an employer, with the spirit of co-operation and a thoroughness in business which will always distinguish the work of its members from non-members.

Sec. 2.—It shall be the duty of all members to attend regularly the meetings of their subordinate units whenever possible.

Sec. 3.—Members shall render all assistance possible to fellow members in securing work.

Sec. 4.—It shall be the duty of all members to discourage the working of overtime and bonus, which tends to reduce the demand for telegraphers.

Sec. 5.—Where a member puts in full time for a company or firm, he shall not work for another company or firm without the consent of

the subordinate unit of which he is a member. Upon being convicted of the first offense he shall be suspended for thirty days and on the second offense he shall be expelled from the Union.

ARTICLE XXVII.—GRIEVANCES.

Section 1.—Any member considering that he has been unjustly dealt with by his employer or that he is otherwise aggrieved, shall report the same in writing at a meeting of the subordinate unit having jurisdiction, or to the proper officer of such subordinate unit, and if deemed a proper subject for investigation, the matter shall be considered, provided that if it be deemed wise by the authority referred to, the aggrieved party shall first present his case to the officials of the district in which he is employed, in their regular order, before the same is taken up by the committee or Board of Adjustment.

If the authority to whom it is referred deems the grievance an improper one, and the member is dissatisfied with its decision, he may appeal to the International President.

Sec. 2.—The District Committee or Board of Adjustment receiving a grievance shall carefully and impartially examine all matters pertaining to it, and proceed to adjust the same as soon as practicable thereafter, on a basis of equity and justice, and every honorable method shall be exhausted in effecting an amicable and satisfactory adjustment of the difficulty.

Sec. 3.—In their efforts to adjust a grievance they shall present the same to the employer hav-

ing jurisdiction, and then to the higher officials in their regular order; and after the highest official or member of the firm within their jurisdiction has been reached, in the event of their failure to satisfactorily adjust the same, it shall be referred to the Division Committee or the International President, together with all papers in the case and a full and complete statement of the proceedings of the Board or committee therein.

Sec. 4.—It shall be unlawful for members of this organization to present any proposed contract, set of rules or schedule to their employers unless a majority of the telegraphers affected thereby are members of the Union in good standing.

Sec. 5.—Any member or members inciting a strike or participating therein, except as provided in the laws of the Union, shall, upon conviction thereof, be expelled.

ARTICLE XXVIII.—CONTRACTS.

Section 1.—No subordinate unit shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the International President.

Sec. 2.—A District, Division or General Committee or Board of Adjustment shall not be authorized to establish or regulate a schedule of wages affecting members other than it represents, and a copy of all contracts and agreements shall be forwarded to the International President by

the Chairman without unnecessary delay. All grievances of a general character shall be regulated by the committee having jurisdiction. No contract or agreement shall be made whose provisions shall contravene the Constitution or the principles or teachings of the Union. Provided, no committee nor Board shall present a schedule, contract or agreement to their employers, nor attempt to secure its adoption, until it has first been approved by the International President.

ARTICLE XXIX.—SUPPLIES.

Section 1.—Supplies shall be furnished to the subordinate units by the International Secretary-Treasurer, and each order must be accompanied by a remittance in full.

ARTICLE XXX.—TRANSFERS.

Section 1.—A member wishing to transfer to another subordinate unit shall deposit his unexpired membership card with the Secretary of the subordinate unit he wishes to join, and if his membership be acceptable to such subordinate unit the local or General Secretary-Treasurer shall forward the unexpired card thus deposited to the International Secretary-Treasurer with his weekly increase and decrease report bearing the member's name.

Sec. 2.—A member employed in the jurisdiction of a subordinate unit shall be transferred to that subordinate unit within sixty days by the International Secretary-Treasurer.

ARTICLE XXXI.—AMENDMENTS.

Section 1.—This constitution may be amended by a majority vote in the biennial convention, or between conventions it may be amended by the following form of initiative: Three or more subordinate units representing 300 or more paid-up members may join in an amendment which shall be forwarded to the International Secretary-Treasurer who shall furnish copies of said amendment to the President or General Chairman of each subordinate unit, and if two-thirds of the units in good standing voting favor the proposed amendment, it shall become part of the constitution.

Sec. 2.—All amendments submitted to subordinate units as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents or General Chairmen of subordinate units.

MUTUAL BENEFIT DEPARTMENT
OF THE
COMMERCIAL
TELEGRAPHERS' UNION
OF AMERICA

ARTICLE I.—TITLE AND GOVERNMENT.

Section 1.—This department shall be known under the name and title of the Mutual Benefit Department of the Commercial Telegraphers' Union of America, and shall be under the control and government of the General Assembly of the Commercial Telegraphers' Union of America.

ARTICLE II.—AIM.

Section 1.—Its aim is to benefit the families and any person or persons having an insurable interest in the lives of deceased members of the Commercial Telegraphers' Union of America, as defined by Article XXII hereof.

ARTICLE III.—CERTIFICATES.

Section 1.—The certificates issued by the Mutual Benefit Department shall be in form and terms as approved by the Insurance Committee

hereinafter named, not inconsistent with these laws, and shall be divided into three series, as follows:

Series A shall consist of certificates limited to \$300.00.

Series B shall consist of certificates limited to \$500.00.

Series C shall consist of certificates limited to \$1,000.00.

ARTICLE IV.—MEMBERS.

Section 1.—Any member of the Union who is in good standing and satisfactory physical condition may become a member of this department, as provided in these laws, and according to the following provisions:

Sec. 2.—Members under forty-five years of age at the time of becoming members of the department shall be eligible to one certificate and no more, in either of the three series, A, B, or C. Members over forty-five years and not over fifty years of age at the time of becoming members of this department shall be eligible to Series A or B only. Members over fifty years and not over sixty years of age at the time of becoming members of this department shall be eligible to Series A only. Members over sixty years of age shall not be eligible to membership in the Mutual Benefit Department. No member will be given more than one certificate.

Sec. 3.—This department reserves the right to place any applicant in a series, lower in amount

than that applied for, or to which the applicant may be eligible, whenever the proper officers in charge of the department consider such action justified by the health record furnished with the application.

ARTICLE V.—OFFICERS.

Section 1.—The officers of this department shall consist of an Insurance Committee, a President and a Secretary-Treasurer. The Insurance Committee, which shall be the General Executive Board of the Union, shall be elected by the General Assembly. The International President of the Union shall be ex-officio, the President; the International Secretary-Treasurer of the Union shall be, ex-officio, the Secretary-Treasurer.

ARTICLE VI.—THE INSURANCE COMMITTEE.

Section 1.—All death claims shall be examined and passed upon by the Insurance Committee, and no claim shall be paid until approved by a majority of the Committee. Any member or claimant who is dissatisfied with any decision made by the President or the Insurance Committee may appeal to the General Assembly of the Union. Provided, an appeal from their decision must be taken within ninety days from the date of receiving notice of the decision to be appealed from.

Sec. 2.—The Insurance Committee shall decide any and all questions that may arise, subject to appeal to the General Assembly. The Committee shall elect one of their number as Chairman, who shall submit, biennially, to the General As-

sembly a written report of all business transacted by the Committee.

ARTICLE VII.—THE PRESIDENT.

Section 1.—The President shall be the executive head of the department.

ARTICLE VIII.—THE SECRETARY-TREASURER.

Section 1.—The Secretary-Treasurer shall keep a true record of all the business of the department, a register of the members, with the number and date of each certificate issued; receive and hold in trust all funds of the department, and for each approved claim he shall as soon as possible pay to the proper person or persons such amount as may be realized from an assessment levied for the purpose of paying the claim. Provided, the amount paid shall in no case exceed the amount for which the member was insured. He shall submit a correct report biennially, or oftener, if required by the Insurance Committee, of business transacted by him, number of members and the condition of the department, and exhibit proper vouchers and receipts for all expenditures. His books shall at all times be subject to the inspection of the Insurance Committee or any person appointed by them.

ARTICLE IX.—APPLICATIONS.

Section 1.—All applications for membership must be made in writing to the Secretary-Treasurer, upon a blank approved by the Insurance Committee, and be forwarded to the Secretary-Treasurer (invariably accompanied by the required fee), certified to by the applicant as to the

truth of the application. All questions asked in the application can be accepted by the department and the application, together with each and every statement contained therein, shall constitute the basis and form a part of the agreement for insurance between the applicant and the department. The department shall have the right to reject any application, and any member of the department may protest against the admission of any person.

Sec. 2.—When the application is in due form, there being no protest, and the President and Secretary-Treasurer know of no cause why a certificate should not be issued, they shall immediately issue a certificate in accordance with Article XI. When a protest is entered against the admission of any person, all papers shall be referred to the Insurance Committee, but any person may appeal from their decision, as provided in Article VI.

Sec. 3.—If such application for insurance is rejected, such rejection shall in no way affect membership in the Union.

Sec. 4.—Members of the Union whose dues and assessments are not fully paid within sixty days from the beginning of the semi-annual dues periods shall forfeit their membership in the Mutual Benefit Department without further notice.

ARTICLE X.—FRAUDULENT STATEMENTS.

Section 1.—Fraudulent or false statements made to procure the issuance of a certificate shall

be sufficient cause for the revocation of the same or the non-payment of any claim arising thereunder.

ARTICLE XI.—MEMBERSHIP.

Section 1.—Applicants for membership, if accepted, shall be duly accredited as members, and their insurance shall be in effect at and from twelve o'clock, noon, of the date upon which their application is accepted by the department, and certificate must be dated to correspond.

ARTICLE XII.—EXCHANGING CERTIFICATE.

Section 1.—Any member who shall file a request upon a blank provided for that purpose may exchange the certificate held by him for a certificate for a less amount, and upon the filing of such request in proper form, the surrender of the certificate held, and the payment of all assessments due thereon, and paying the sum of one dollar, transfer fee, the Secretary-Treasurer shall immediately issue a certificate for the amount specified to the member making such request, and such certificate shall be dated and take effect upon the date on which the exchange is made. Any member may exchange the certificate held by him for a certificate for a greater amount, provided he is entitled to such greater amount under the provisions of Article IV of these laws, and is in satisfactory physical condition, by making application on regular blank application for membership, surrendering the certificate held, paying all assessments due thereon, and paying the sum of one dollar, transfer fee, and the certificate surrendered shall become void on the

date the new certificate takes effect. If any application for exchange of certificate for a greater amount is rejected, the surrendered certificate shall remain in full force and the transfer fee shall be returned, together with the surrendered certificate.

ARTICLE XIII.—FEES.

Section 1.—The fee for membership must in all cases accompany the application for membership, and no application shall be accepted or certificate issued by the Secretary-Treasurer until the fee is received by him. Such fee shall be one dollar for Series A, B and C. All amounts received for fees shall be placed to the credit of the general fund of the Union.

ARTICLE XIV.—ASSESSMENTS AND FORFEITURES.

Section 1.—Not later than the 15th day of December in each year the Secretary-Treasurer shall mail to each member of the department at the last given address as shown in the books in his office, notices, advising him that on the first day of each month for the succeeding year he is required to pay an assessment of twenty-five cents for certificates in Series A, forty cents for certificates in Series B and eighty cents for certificates in Series C.

Sec. 2.—Should the amount of the assessment thus provided prove insufficient to pay the approved claims against the department, the Secretary-Treasurer shall, by and with the advice and consent of the Insurance Committee, levy

extra or special assessments in such sums as are directed, and of which he shall mail notice to each member of the department. If any of the above assessments are not paid at the office of the department within two calendar months from the date of the notice thereof, the certificate or certificates upon which such payments have not been made, shall thereupon become forfeited, together with all rights to any benefits thereunder, without further notice. If after the approved claims against the department for the year are paid there shall be in the treasury to the credit of the fund a surplus which shall render such action consistent, one or more assessments may be suspended or omitted from the notices of the following year.

Sec. 3.—The sending of any notice of assessment shall not in any case constitute, or be considered as, a waiver of any previous unpaid assessment.

ARTICLE XV.—READMISSIONS.

Section 1.—Members who forfeit membership in the Mutual Benefit Department can only be readmitted as new members by complying with all the requirements of Articles IX and XIII of the Mutual Benefit Department laws, and the laws of the Union governing the admission of new members.

ARTICLE XVI.—DEATH CLAIMS.

Section 1.—When the death of a member of the Department occurs, proof of such death shall be made upon blanks furnished by the Secretary-

Treasurer, in accordance with the instructions of the Insurance Committee, and the claim shall be paid after being submitted to the Insurance Committee and approved by them. Claims for benefit and proof of death must be filed within one year from the date of death, and unless claim and proof is so filed with the Secretary-Treasurer within one year from the date of death, this Department shall be relieved of any liability arising from or growing out of such claim.

ARTICLE XVII.—DISABILITY—INABILITY TO PAY ASSESSMENTS.

Section 1.—Should a member of the Department become totally and permanently disabled from performing any labor, and shall furnish satisfactory proof of the same to the Insurance Committee on a blank provided for the purpose, the Insurance Committee may order his assessments in the Mutual Benefit Department paid from the expense fund of the Department, charging same against such member's certificate, and deducting all such sums from his benefit when finally paid, provided the proper authority be given by the holder of the certificate for such payment and deduction.

ARTICLE XVIII.—ADDRESS OF MEMBERS.

Section 1.—It is the imperative duty of every member to notify the Secretary-Treasurer of any change in his address, and the department shall not be responsible for any delinquencies which may occur through any failure to notify the Secretary-Treasurer of change of address.

ARTICLE XIX.—DESIGNATE PERSONS TO WHOM BENEFITS ARE PAYABLE.

Section 1.—All assessments are payable at the office of the department, and must be forwarded by the member direct to the Secretary-Treasurer. Any remittance made in payment of assessments may be applied to unpaid assessments previously due. The applicant must designate in his application some person or persons to whom benefit shall be paid in event of his death, and the Secretary-Treasurer shall enter such designated name or names upon the register of the department, and also upon the certificate of membership. Any member desiring to make a change in the named beneficiary may do so with the consent of the department by making request for such change on a blank provided for that purpose and returning the certificate for necessary changes and the payment of one dollar, provided no benefit shall be made payable to anyone not having an insurable interest in the life of the member.

ARTICLE XX.—DUPLICATE CERTIFICATES.

Section 1.—The Secretary-Treasurer shall, upon application upon a blank provided by him, issue a certificate to replace any which may have been lost or destroyed, upon the payment of one dollar. Such certificate must be plainly marked "Duplicate," and notation of the issue must be made upon the register, giving date.

ARTICLE XXI.—NOTICE OF ASSESSMENT.

Section 1.—The notice of assessment shall be written or printed, or partly written and partly

printed, and placed in an envelope, properly addressed to the member for whom it is intended as his address is shown on the books of the department, one full rate of postage paid thereon, and deposited in the postoffice. The envelope in which such assessment notices are enclosed must have a printed return card thereon. All notices of assessment shall be printed in *The Commercial Telegraphers' Journal*. To insure proper credit being given, members must return the notice of assessment with their remittance, and the department shall not be responsible for any error that may occur in consequence of failure on the part of any member to return any notice. The Secretary-Treasurer will, upon receipt of remittance, immediately give the proper credit and mail to the member a receipt for the same, which may be written or printed, and upon which such information relative to the department as is consistent may be printed.

ARTICLE XXII.—BENEFITS—TO WHOM PAYABLE.

Section 1.—Death benefits shall only be payable to the families, heirs, blood relations, affianced wife of, affianced husband of, or to persons dependent upon the member. Provided, that the member having no wife or children living may, with the consent of the General Assembly, make a charitable institution his beneficiary.

Sec. 2.—In default of the above, the expenses of the last sickness and funeral of the deceased shall be paid by the Secretary-Treasurer. Provided, no other provision has been made for the

payment, and further provided, that bills for the same are approved by the Insurance Committee. In no case shall the amount so paid exceed the benefit, and the bills for such expenses shall be paid in the order of their presentation to the Secretary-Treasurer. Any balance remaining after this article has been complied with shall revert to the expense fund of the department.

Sec. 3.—No part of the Mortuary Fund created by assessments shall be paid out, loaned or diverted for any purpose whatever, except for the payment of approved death claims.

ARTICLE XXIII.—MONEY—HOW FORWARDED.

Section 1.—All moneys must be forwarded by draft, express or postoffice order, and all charges for expressage, collection or exchange must be prepaid.

ARTICLE XXIV.—AMENDMENTS.

Section 1.—These laws can only be repealed, altered or amended in accordance with the provisions of Article XXXI of the Constitution.

ARTICLE XXV.—HEIGHTS AND WEIGHTS.

Section 1.—The following table of heights and weights will govern the acceptance of applications for membership in the Mutual Benefit Department, except when no objection to the acceptance of the applicant appears other than excessive or light weight, in which case the Insurance Committee may, on sworn certificates from at least two reputable physicians, made upon

blanks furnished by the Committee, showing to the satisfaction of the Committee a satisfactory physical condition on the part of the applicant, accept such applicant:

Sec. 2.—

Height	—Weight—	
	Light	Heavy
5 feet	92	177
5 feet 1 inch	96	181
5 feet 2 inches	100	185
5 feet 3 inches	104	189
5 feet 4 inches	108	195
5 feet 5 inches	112	202
5 feet 6 inches	114	206
5 feet 7 inches	116	208
5 feet 8 inches	120	215
5 feet 9 inches	124	221
5 feet 10 inches	128	228
5 feet 11 inches	132	234
6 feet	136	241
6 feet 1 inch	140	247

Six pounds to the inch added for a person over six feet one inch in height.

Sec. 3.—An allowance of four pounds from minimum weights shown in the foregoing table may be made in considering applications of women.

SPECIAL RULES OF ORDER.

The following rules shall govern sessions of the General Assembly.

SESSIONS OF GENERAL ASSEMBLY.

The daily sessions of the General Assembly shall be from 9:00 a. m. to 12:30 p. m., and from 2:00 p. m. to 5:30 p. m.

ORDER OF BUSINESS.

1. Opening ceremony.
2. Roll call.
3. Reports of Officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New business.
9. Election of Officers.
10. Installation ceremony.
11. Closing ceremony.

INTRODUCTION OF BILLS, ETC.

Section 1.—Delegates introducing matter shall supply copies thereof to the International Secretary-Treasurer in triplicate.

ROLL CALL.

Sec. 2.—The roll of general officers and delegates shall be called at the opening of each ses-

sion of the General Assembly, and a correct record of the same kept, and those absent at roll call shall be shown in the proceedings of each day's session.

RECORDED VOTE.

Sec. 3.—The roll shall be called and the vote of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegate.

LIMIT OF DEBATE.

Sec. 4.—Any Officer or Delegate desiring to speak on a question before the General Assembly shall arise and address himself to the International President, giving his name, and if a delegate the number of his local, and, on being recognized, shall proceed, confining himself to the question under consideration, avoiding all personalities. No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard, nor for a longer period than *ten minutes* at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration, in which case he shall be allowed to close the debate.

AMENDMENTS.

Sec. 5. When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further

amendments shall be in order except a substitute and one amendment to the substitute. No amendment shall be in order that has for its object the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION.

Sec. 6. If the previous question is moved the question shall be, "Shall the main question be now put?" which shall be put to the General Assembly without debate. If carried by a majority vote no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS.

Sec. 7. When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.
5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Sec. 8.—Which several motions shall have precedence in the order named herein.

Sec. 9.—A motion to fix the day or time to which the General Assembly shall adjourn, to adjourn and to take a recess shall always be in order.

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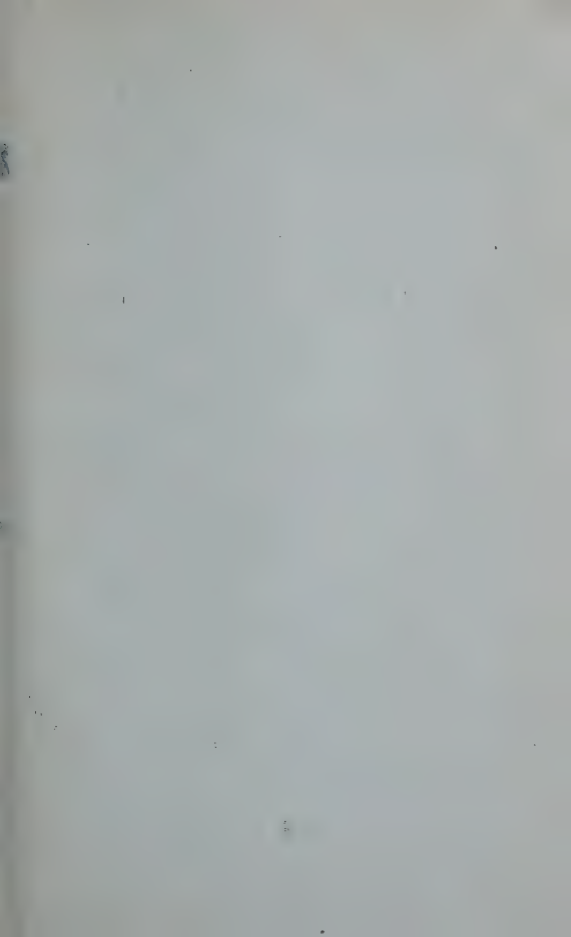
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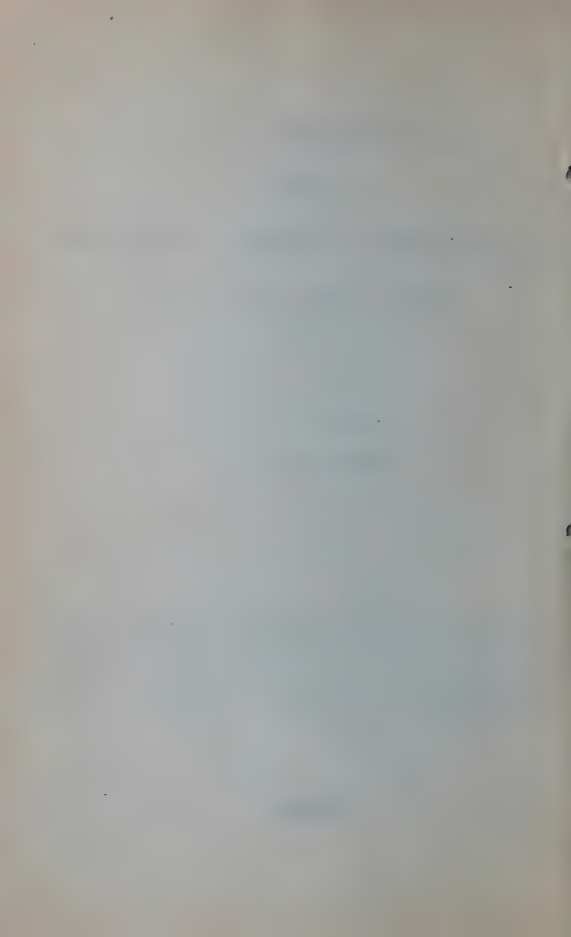
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Adopted at the First Regular Convention, held at New York, July 19, 1903, and Revised and Amended at St. Paul, 1904; Cincinnati, 1906; Milwaukee, 1907; Milwaukee, 1908; Chicago, 1910; Buffalo, 1912; Detroit, 1914; New York, 1916; Washington, D. C., 1918, and Chicago, August 25, 26, 27 and 28, 1919.



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HISTORICAL.

The Commercial Telegraphers' Union of America is the result of an amalgamation in March, 1903, at Washington, D. C., of two organizations—The International Union of Commercial Telegraphers with headquarters at Chicago, and the Order of Commercial Telegraphers with headquarters at St. Louis, Mo.

The International Union of Commercial Telegraphers had its inception at Chicago in June, 1902, and held its first convention in Chicago in September of the same year.

The Order of Commercial Telegraphers was the outgrowth of the Brotherhood of Commercial Telegraphers, fostered by the Order of Railroad Telegraphers from 1897 until 1902. The International Union of Commercial Telegraphers and the Brotherhood of Commercial Telegraphers both applied to the American Federation of Labor for a charter in 1902. The American Federation of Labor at its New Orleans convention ordered a joint convention of the two organizations, which was held at Pittsburgh in December, 1902. The International Union of Commercial Telegraphers was not represented at this convention, and the Order of Commercial Telegraphers was formed, the Officials of the Order of Railroad Telegraphers turning over the membership of the Brotherhood of Commercial Telegraphers into the new organization.

In March, 1903, representatives of both the International Union of Commercial Telegraphers and the Order of Commercial Telegraphers got together at Washington, D. C., and the Commercial Telegraphers' Union of America was agreed upon as the title of the Amalgamated organization, and the first convention was held at New York in July, 1903.

PREAMBLE.

We, the COMMERCIAL TELEGRAPHERS OF AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who work at the trade of telegraphy, believe that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our objects:

To protect, maintain and advance trade interests and secure better conditions of employment.

To establish and uphold a fair and equitable rate of wages;

To give all moral and material aid in our power to our members and those dependent upon them;

To distinguish the work performed by members of the Union and make it preferred;

To discourage the indiscriminate teaching of telegraphy.

Therefore, we deem it compatible with individual rights to establish laws for the government of our Union, and we adopt and promulgate the following constitution:

CONSTITUTION OF THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA

ARTICLE I.—NAME

Section 1.—This organization shall be known as the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA.

ARTICLE II.—JURISDICTION.

Section 1.—Its jurisdiction shall embrace all branches of the telegraph service except the railroad.

ARTICLE III.—ELIGIBILITY TO MEMBERSHIP.

Section 1.—Any white person of good moral character, who is over 16 years of age, and is actually employed as a commercial telegrapher, or as an operative connected with an automatic telegraph machine, and maintenance of lines, bookkeeper or clerk in the commercial telegraph service, or in the operation of a telephone, shall be eligible to membership: Provided, any commercial telegrapher of three years' experience although not actually so employed is eligible to membership.

ARTICLE IV.—HOW COMPOSED.

Section 1.—This organization shall be composed of subordinate units known as system divisions, broker divisions, such other private wire divisions as may be found necessary to conform to this Union's principles of complete autonomy for the various branches of the Commercial Telegraph, and District Councils, all acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V.—GENERAL ASSEMBLY.

Section 1.—The supreme authority in the Union shall be vested in the General Assembly; it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. In it alone is vested power to establish subordinate units and there is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article XXXIII.

Sec. 2.—The General Assembly shall be composed of the International Officers, the General Executive Board and duly accredited delegates from the subordinate units elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

Sec. 3.—It shall divide the territory under the jurisdiction of the General Assembly into districts which may be assigned to subordinate units.

ARTICLE VI.—SESSIONS.

Section 1.—The General Assembly shall convene in regular session on the first Monday in October, biennially, at 10 o'clock a. m., in such city as may be determined by the previous session.

Sec. 2.—Special sessions may be called at any time that the interests of the Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request of not less than five subordinate units, representing fifty-one per cent of the membership of the Union. Thirty days' notice of said special convention shall be given all subordinate units.

Sec. 3.—The officers of the General Assembly and members of the General Executive Board shall be delegates at large and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by subordinate units or individual members.

Sec. 3a.—Any International Past President of this Union, who has remained in continuous good standing since leaving the office of President, shall be entitled to a voice in the convention, if present, but shall have no vote.

Sec. 4.—Delegates at large shall not be eligible to election as delegates from subordinate units. Matters submitted to the Annual Convention by subordinate units or members either directly or through delegates at large must be addressed to the General Assembly and not to a Committee

thereof, and units or members shall supply three copies of all matter so submitted.

Sec. 5.—When the roll of delegates-elect of subordinate units in good standing and entitled to representation is read by the International Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 6.—Only members of the Union in good standing shall be eligible to office, provided that none of the International Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 7.—The first business of the General Assembly shall be to nominate and elect by ballots, by a plurality vote, a committee of three, whose duty it shall be to immediately examine into the regularity of the election and credentials of the delegates and the right and title of subordinate units to representation in the General Assembly.

ARTICLE VII.—REPRESENTATION.

Section 1.—Each subordinate unit, except District Councils, chartered at least thirty days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each one hundred members or major fraction thereof.

Sec. 2.—District Councils with fifteen or more members directly attached thereto, and who do not come under the jurisdiction of any other subordinate unit, shall be entitled to representa-

tion on such membership on the same basis as other subordinate units.

Sec. 3.—The basis of representation shall be computed on the membership of the subordinate unit in good standing at the end of the dues period immediately preceding the session of the General Assembly.

Sec. 4.—No subordinate unit shall be entitled to representation in the General Assembly which is indebted to the General Assembly or which shall fail to file annual reports, provided that this section may be suspended and the delegates of any subordinate unit be admitted if two-thirds of the members present vote in favor thereof.

Sec. 5.—Delegates to the General Assembly must be members of the Union in good standing and members of the subordinate unit which they represent. No member shall be eligible to election as delegate or as alternate until ninety days after admission to the subordinate unit, except in the organization of a new subordinate unit.

Sec. 6.—The prima facie evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the International President and International Secretary-Treasurer of the Union.

ARTICLE VIII.

Section 1.—All amendments, resolutions and communications submitted to the General Assembly shall be read, filed with the International Secretary-Treasurer for arrangement according to article and section number, and taken up seriatim by the convention.

ARTICLE IX.—RULES OF ORDER.

Section 1.—Roberts' Rules of Order shall govern the deliberations of the COMMERCIAL TELEGRAPHERS' UNION OF AMERICA unless otherwise provided.

ARTICLE X.—SEAL.

Section 1.—The official seal of the General Assembly shall be circular in form and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all official documents, circulars and papers emanating from the General Assembly and its executive officers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI.—OFFICERS OF THE GENERAL ASSEMBLY.

Section 1.—The Officers of the General Assembly shall be:

An International President.

An International Vice-President.

An International Secretary-Treasurer.

And a General Executive Board, consisting of five members, no two of whom shall be located in the same state or province.

Sec. 2.—Officers of the General Assembly shall be amenable only to the General Executive Board during their terms of office.

Sec. 3.—The Officers of the General Assembly shall be elected by a majority vote at the annual session of the General Assembly, or at any special session of it, if deemed wise, and

shall serve until their successors are duly elected.

Sec. 4.—In case of the death, resignation, removal or suspension of the International president the vice-president shall assume the office.

Sec. 5.—In case of the death, resignation, removal or suspension of the International Secretary-Treasurer the Vice-President shall assume the office. The General Executive Board shall immediately elect a sub-committee of the Board to convene at International headquarters of the union and audit the accounts of the former International Secretary-Treasurer and transfer the funds to his successor who shall then have authority to disburse them in accordance with the laws of the organization. The General Executive Board shall have the power to fill the vacancy of Vice-President if deemed necessary.

ARTICLE XII.—INTERNATIONAL PRESIDENT, DUTIES OF.

Section 1.—The International President shall devote his entire time to the Union, and it shall be his duty to preside at all sessions of the General Assembly, and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of the Union and shall call to account any member of the Union or any subordinate unit violating the same..

Sec. 3.—He shall pass upon and approve or reject, subject to appeal to the General Executive Board, all applications for charters for the es-

tablishment of subordinate units when received from the International Secretary-Treasurer, properly endorsed by him, and the International President shall have power to suspend the same for cause, by and with the consent of the General Executive Board.

Sec. 4.—He shall pass upon and approve or reject the by-laws of subordinate units, and such by-laws shall not be effective until approved by the President.

Sec. 5.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts. A Deputy President shall receive only such salary, expenses or compensation as the General Executive Board may determine.

Sec. 6.—He may, with the consent of the General Executive Board, suspend from office any officer of a subordinate unit, but such suspension shall not deprive such officer of any of his rights as a member of the Union.

Sec. 7.—He shall devote as much of his time as possible to organizing. He may appoint and employ organizers at such salaries as the General Executive Board may determine.

Sec. 8.—Upon receiving an official statement of a grievance from a General or District Chairman, or Board of Adjustment, the International President shall, in conjunction with the proper committee, renew all honorable methods to effect an amicable and satisfactory adjustment. Failing

in this, the International President and the General or District Committee, or Board of Adjustment shall have authority to order a strike; Provided, that such action is agreed upon by two-thirds of the committee interested. In the event of a strike, the International President shall be the recognized leader and shall have authority to command the entire resources of the Reserve Fund. The agency hereinbefore authorized to sanction a strike shall also have the authority to declare a strike at an end.

Sec. 9.—The International President shall have authority to appropriate such moneys from the Reserve Fund for legal advice and other expenses as in his judgment may be necessary for the successful prosecution of a strike.

Sec. 10.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may demand concerning matters pertaining to the affairs of the Union.

Sec. 11.—He shall give a bond satisfactory to the General Executive Board, which shall be held in trust by it, and at the end of his term of office he shall make a full and complete report to the General Assembly of all his official acts, together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 12.—He shall employ the clerical help necessary to conduct the business of his office, and shall pay such salaries as the General Executive Board may determine.

Sec. 13.—When absent from headquarters in the interest of the Union, he shall receive reasonable traveling and living expenses, payable upon the approval of expense account.

ARTICLE XIII.—INTERNATIONAL VICE-PRESIDENT, DUTIES OF.

Section 1.—One International Vice-President shall be nominated and elected as provided in this Constitution, and shall hold office until his or her successor is duly selected and qualified. The Vice-President shall in all respects perform the duties of the International President in his absence, or when incapacitated. The Vice-President shall at all times render such assistance to the Union as the International President may direct.

ARTICLE XIV.—INTERNATIONAL SECRETARY-TREASURER, DUTIES OF.

Section 1.—It shall be the duty of the International Secretary-Treasurer to keep an accurate record of the proceedings and transactions of the biennial and all special conventions, to preserve the records and papers of the Union, and perform such other duties as may be designated by the Constitution.

Sec. 2.—He shall receive all moneys due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the official organ at all times.

Sec. 3.—He shall receive all applications for charters to establish subordinate units, and when accompanied by the required fee he shall forward such application to the International President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all subordinate units, with the dates of their organization, their time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General Assembly, and shall provide himself with all the books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of subordinate units and notification of the election of Delegates and Alternates he shall immediately mail to each delegate-elect a certificate bearing his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and shall pay such salaries as the General Executive Board shall deem proper.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions and shall furnish the Committee on Credentials with all desired information.

Sec. 10.—He shall furnish a bond satisfactory to the General Executive Board indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion, said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official reports, credentials, seals, books, report blanks, stationery and supplies, with constitutions and laws and other matter ordered by the subordinate units, the International Officers or General Executive Board, to be printed and kept in stock, and shall be the custodian thereof, and shall furnish the same upon requisition. Receipts for dues issued to members by secretaries of subordinate units shall only be written on the form supplied by the International Secretary-Treasurer.

Sec. 12.—He shall furnish semi-annual membership cards, such cards to be issued direct to the members by the International Secretary-Treasurer upon receipt of reports accompanied by full remittances from the Secretary-Treasurer of a subordinate unit.

He may also provide a suitable annual card for members desiring to pay dues in advance for such period.

Cards to be of uniform make, design and lettering, and bear the emblem of the Union, the

date upon which the member was last initiated, and fac-simile signatures of the International President and International Secretary-Treasurer.

Sec. 13.—He shall make a charge of \$1.00 for all duplicate cards furnished.

Sec. 14.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 15.—He shall devote his entire time to the interests of the Union and shall receive as compensation for his service a salary to be fixed by resolution at the biennial convention.

Sec. 16.—When absent from his headquarters in the interest of the Union he shall receive reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 17.—At each regular session of the General Assembly he shall render a full and complete report of all of his official acts and an accurate and comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities.

ARTICLE XV.—GENERAL EXECUTIVE BOARD, DUTIES OF.

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be located in the same state or province.

Sec. 2.—It shall fill any vacancies of general officers (except the offices of International President and International Secretary-Treasurer) until the next session of the General Assembly.

Sec. 3.—It shall have appellate jurisdiction when the biennial convention is not in session, and its decision shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least five days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the International Secretary-Treasurer, with the assistance of a bonded expert accountant, and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the International Secretary-Treasurer to be audited by a bonded expert accountant each six months or oftener, in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employes of the General Assembly.

Sec. 7.—Should any officer of the General Assembly fail or refuse to perform the duties prescribed by the constitution it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal.

Sec. 8.—Should charges be preferred against any officer of the General Assembly the Board shall have full authority and power to investigate such charges and may take summary action in

any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the subordinate unit of which he is a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Executive Board shall be custodian of the bonds of the International officers.

ARTICLE XVI.

The names of all International Officers, including those of the International General Executive Board shall appear upon all letterheads in use at International Headquarters, and the International Secretary-Treasurer shall supply all International Officers with such stationery and postage, as may be necessary in the performance of their official duties.

ARTICLE XVII.—GENERAL ASSEMBLY REVENUE.

Section 1.—The revenue of the General Assembly shall be derived as follows:

- a. One dollar of each initiation fee.

b. Two dollars and fifty cents of each member's semi-annual dues.

c. All profits on sales of supplies to the subordinate units.

d. Special assessments levied by the General Executive Board.

Sec. 2.—The General Assembly proportion of semi-annual dues shall be apportioned as follows:

One dollar and fifty cents to the General Funds, fifty cents to the Reserve Fund and fifty cents to the Commercial Telegraphers' Journal.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—The Reserve Fund shall be used for no other than the purposes set forth elsewhere in the constitution.

Sec. 5.—The Journal Fund shall be credited to and used in publishing the official organ.

Sec. 6.—All moneys received and for which there is no provision made shall be credited to the General Fund.

Sec. 7.—The International President with the consent of the General Executive Board, shall have the authority to put into effect such special initiation and dues rates as in his judgment will serve the interests of the union in any locality provided that such special rate or rates shall not affect any member of sub-unit working under a schedule.

ARTICLE XVIII.—SALARIES.

Section 1.—The salaries of the International President and International Secretary-Treasurer shall be fixed by resolution at the biennial convention.

Sec. 2.—The salaries of the Vice-President when assigned to duty by the International President shall be six dollars per day and a reasonable allowance for expenses shall also be granted.

Sec. 3.—Members of the General Executive Board and delegates to the annual convention of the American Federation of Labor shall be paid six dollars per diem and actual expenses while engaged in the business of the Union.

ARTICLE XIX.—OFFICIAL JOURNAL.

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS' JOURNAL," published monthly under the management and editorship of the International Secretary-Treasurer, and the policy of the several departments shall be in accord with that of the International President.

Sec. 2.—There shall be maintained in the Journal departments of an editorial and literary character calculated to promote the general welfare of the Union and the moral and intellectual character of its members. A liberal open forum, bearing upon the labor question, shall be maintained. Also notice of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The International Secretary-Treasurer shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it shall be mailed regularly to him, provided that the sub-

scription price of one dollar per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal shall be under the direction of the International Secretary-Treasurer.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of the Union and the proceeds derived from its publication after all expenses have been paid shall revert to the General Fund of the Union.

Sec. 7.—The cost of The Journal shall not be permitted to exceed the regular per capita subscription without the consent of the General Executive Board.

Sec. 8.—No subordinate unit or member thereof shall issue any paper, journal or magazine representing THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA, or any portion of the membership of the same.

Sec. 9.—Except in case of subordinate units addressing their own members, no subordinate unit nor any member or members of the Union shall issue any circular or petition to locals or members of the Union without the same being first approved by the International President, and a certificate of approval shall be attached to and accompany the circular or petition: Provided, this does not apply to action under Article XXXIII of the Constitution.

Sec. 10.—The International Secretary-Treasurer shall make a separate biennial report to the General Assembly of the revenues and expendi-

tures of The Commercial Telegraphers' Journal, as well as a report to the biennial convention.

ARTICLE XX.—CHARGES, TRIALS AND APPEALS.

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers' Union of America. Such charges must be made in writing and must be filed with the Chairman of the General Executive Board.

Sec. 2.—The Chairman shall at once notify the accused, furnishing him with a copy of the charges, and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall be subject to the action of the next convention, but shall be final in the interim.

Sec. 3.—In any case where witnesses are located in remote places, or if they are unable to appear before the Board, the testimony may be taken in writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 4.—When such procedure is necessary, notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XXI.—DELEGATES TO THE AMERICAN FEDERATION OF LABOR.

Sec. 1.—The International President shall be ex-officio, the first delegate to the A. F. of L. Convention and the other delegates and alternates shall be elected at the biennial convention.



LAWS GOVERNING SUBORDINATE UNITS

ARTICLE XXII.—How FORMED.

Section 1.—Fifteen or more persons eligible to membership in any district provided for under Art. V, Sec. 3 of the Constitution may, with the approval of the International President and International Secretary-Treasurer, organize themselves into a subordinate unit as provided for in Art. IV, Sec. 1.

OFFICERS.

Sec. 2.—The officers of System Divisions, Broker Divisions or such other divisions as may be established shall consist of a General Chairman, a General Secretary-Treasurer, a General Committee, composed of one Chairman for each district or circuit, and such other officers as the division may deem necessary, provided: where the territory assigned to a subordinate unit is divided into less than three or more than five districts or circuits, the General Committee may be provided for in the by-laws to meet existing conditions.

OFFICERS—DUTIES OF.

Sec. 3.—It shall be the duty of the General Chairman to preside at all meetings of the General Committee, preserve order therein, decide all questions of order, subject to appeal to the

General Committee, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—It shall be the duty of the District or Circuit Chairman to preside at all meetings of the district, preserve order therein, decide upon all questions of order subject to appeal to the members present, and to perform such other duties as this constitution or the General Chairman acting under the Division's by-laws may direct.

Sec. 5.—It shall be the duty of the General Secretary-Treasurer to keep a true record of the proceedings of the Division, conduct the correspondence of the Division, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the International Secretary-Treasurer. He shall receive all funds of the Division from whatsoever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the International Secretary-Treasurer); have charge of and hold in trust the seal and all books, papers and moneys, keeping a just and true account thereof. He shall deposit the funds of the Division from time to time in such bank or trust company and in such a manner as the Division may decide. He shall pay all orders drawn by the General Chairman, by order of the Division, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, suspended, expelled and deceased, with date and

causes, together with a true statement of the funds received and disbursed. He shall render a report to the International Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initiation fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other properties of the Division in his possession.

AUDITS.

Sec. 6.—The General Chairman and General Committee shall audit the accounts of the General Secretary-Treasurer whenever a change in that office occurs, and also during the months of December and June of each year for the preceding period. They shall also verify the bank balance on deposit. The Auditing Committee as named above shall report its findings in writing at the next regular or special meeting. The General Chairman shall attest a copy of the committee's report and immediately forward same to the international Secretary-Treasurer.

The International Secretary-Treasurer shall have authority at any time to examine the books of any subordinate unit in person or by deputy.

GENERAL COMMITTEES—DUTIES OF.

Sec. 7.—The General Committee shall, in addition to the duties hereinbefore provided, perform such other duties as the subordinate unit may determine.

DISTRICT AND DIVISION COMMITTEES—DUTIES OF.

Sec. 8.—In the districts outlined by the General Assembly and assigned to a subordinate unit a District Committee shall be elected to serve as a Grievance Committee for the members under its jurisdiction.

(a) Where the District Committee so elected represents the employes of one corporation whose territory is divided into divisions and subdivided into districts or a similar form of organization, the chairmen of the various District Committees in the same division shall form the Division Committee.

(b) The members of a Division Committee so formed may provide for the election of a General Committee to meet conditions.

(c) The District Committee shall have jurisdiction over all grievances which may arise in its territory.

(d) The Division Committee shall have jurisdiction over all grievances which may arise in its territory affecting two or more districts and any grievances which may be referred to it affecting its Division.

ELECTION OF OFFICERS.

Sec. 9.—The officers of the subordinate unit shall be annually elected by ballot at the first regular meeting of the subordinate unit in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected at the first regular meeting in August. Vacancies shall be filled as the subordinate unit may determine.

Sec. 10.—The International President may upon request from a subordinate unit issue a dispensation to that subordinate unit to hold its election and installation upon date that will not conflict with negotiations.

SUBORDINATE UNITS—POWERS OF.

Sec. 11.—Subordinate units shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, all rights of appeal to the General Executive Board and the biennial convention being reserved.

REVENUE.

Sec. 12.—The revenue of subordinate units shall be derived as follows:

1. Initiation fee of not less than two dollars per member.

2. Dues of not less than six dollars per year for members receiving \$70.00 per month or less, and dues of not less than eight dollars per year for all members receiving over \$70.00 per month. All dues to be paid either semi-annually or annually in advance.

3. Such assessments as may be levied by the subordinate unit.

SEAL.

Sec. 13.—Each subordinate unit shall be provided with a seal by the International Secretary-Treasurer with the name and number of the subordinate unit and the words: "THE COMMERCIAL TELEGRAPHERS' UNION OF AMERICA," on the margin, and all official papers emanating from the subordinate unit shall bear an impression of its seal.

BY-LAWS.

Sec. 14.—Subordinate units may enact such by-laws as may be necessary and which do not conflict with the constitution, subject to the approval of the International President.

INITIATIONS.

Sec. 15.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of the Union.

Sec. 16.—Any duly accredited organizer may, where no subordinate unit exists, obligate and initiate applicants for membership, such applicants being assigned to the subordinate unit having jurisdiction.

ARTICLE XXIII.—DISTRICT COUNCILS.

Section 1.—District Councils may be formed upon approval of the International President by seven or more members in good standing of two or more subordinate units of the C. T. U. A. and who are located in the territory assigned to the Council, provided no two Councils shall have jurisdiction over the same territory.

Sec. 2.—Voting in the District Council shall be by units, and each subordinate unit affiliated with the Council shall be entitled to but one vote, irrespective of the number of members present at meetings.

Sec. 3.—The purpose of the District Council shall be to carry on social, fraternal and legislative purposes of the Union, and to assist various subordinate units in organizing and solidifying those who are eligible to membership in the

Union; and for these purposes the Council may act concurrently with subordinate units.

Sec. 4.—Persons who are eligible to membership in the Union and employed in branches of the service over which no subordinate unit has jurisdiction shall carry their membership in the District Council.

Sec. 5.—Ex-telegraphers holding cards in the Association of Retired Telegraphers issued by the C. T. U. A. shall be attached to the District Council.

Sec. 6.—The authority to adjust grievances is vested solely in the subordinate units and the General Assembly of the Union. Therefore, no District Council shall be permitted to exercise such authority, but in conducting the business of the Council the laws as promulgated in Art. XXII, Secs. 2, 3, 4, 5, 6, 7, 9, 16 and 17 of the Constitution shall govern.

Sec. 7.—District Councils will be entitled to representation in the General Assembly only as provided in Art. VII, Secs. 1 and 2.

Sec. 8.—The revenue of the Council shall be derived as follows:

1. Through the per capita allowed by the various subordinate units.

2. The local per capita from members of the Retired Telegraphers.

3. Through the local proportion of the dues from members attached directly to the Council.

4. Through such other sources as may be devised by the Council and are not in conflict with the laws of the Union or the various sub-

ordinate units with which the Council holds jurisdiction.

Sec. 9.—Any members of the District Council are eligible for office within the Council.

DISTRICT COUNCIL OFFICERS.

Sec. 10.—The officers of a District Council shall consist of a President, a Vice-President, a Secretary-Treasurer and such other officers as the District Council may deem necessary.

Sec. 11.—District Council officers shall be annually elected by ballot at the first regular meeting of the District Council in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected at the first regular meeting in August. Vacancies shall be filled as the District Council may determine.

ARTICLE XXIV.—CHARGES.

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A——— B———, do hereby charge C——— D———, a member of Division or District Council No.—, Commercial Telegraphers' Union of America, with unbecoming conduct (or violation of his obligation, as the case may be), to-wit: In that the said C——— D——— did on or about the —— day of —— A. D. —— (here state the offense in brief and concise language).

When the charge is for a continued time the specifications may read "and habitually since that time." Otherwise there must be a separate specification for each action.

The charge must be certified to, if preferred by a member, as follows: "I do hereby declare upon my honor as a member of the Commercial Telegraphers' Union of America, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member, they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When charges are preferred against any member the President of the District Council or General Chairman of the Division shall appoint a suitable member as commissioner to take testimony that either party may offer in relation to the case. The commissioner shall immediately after his appointment furnish the accused with a copy of the charges by personal service, when possible, otherwise by registered letter to the last known address of the accused, and shall, within twenty days, proceed to take the testimony, first giving each party ten days' **notice of the time and place of meeting for that purpose.** The plaintiff and the defendant may **appear in person** and may also be represented by counsel, but counsel representing either party must be members of the Union in good standing. If the person preferring the charge is a member, he shall act as prosecutor unless relieved by the President of the District Council or General Chairman of the Division, in which case

the President of the District Council or General Chairman of the Division shall appoint some member to act as prosecutor. If the person preferring the charges is a non-member the local President or General Chairman shall appoint some member to prosecute the charges. Testimony shall be affirmed to by members on their honor, and that of non-members upon oath, duly administered by a civil officer. The testimony shall be taken down in full, and the commissioner shall make note of any objection made. The testimony shall be written in ink or on typewriter, and each sheet signed by the witness. The plaintiff must first make out his case.

Sec. 3.—After taking all the testimony offered the commissioner shall certify the same and report to the subordinate unit. At the time of trial no additional witnesses shall be permitted to testify, but counsel may examine. After the close of the trial the subordinate unit may debate the question for a limited time, but both plaintiff, defendant and their counsel shall retire previous to such debate and shall not be readmitted until after the ballot determining the guilt or innocence and fixing the penalty have been taken. The question of guilt shall be determined and penalty fixed by a secret ballot and a two-thirds vote shall be required to establish the same.

Sec. 4.—Penalties shall be balloted upon in the following order: First, expulsion, and should the vote fail, another ballot shall be taken on suspension. Should the ballot again fail, the President of the District Council or General Chairman of the Division shall reprimand the member,

if present, or, if not, shall write a reprimand, which shall be entered on the minutes and a copy mailed the offender.

Sec. 5.—No expelled member shall be eligible for readmission in less than one year from the date of his expulsion.

ARTICLE XXV.—CHARTERS.

Section 1.—Charters shall be issued by the General Assembly, signed by the International President and the International Secretary-Treasurer, under the seal, to subordinate units properly organized with fifteen or more members, on payment of five dollars fee, and shall be of such form as the International Secretary-Treasurer may determine, and such sum shall revert to the General Fund.

ARTICLE XXVI.—GOOD STANDING.

Section 1.—A member neglecting or refusing to pay dues six months in advance in full is not in good standing sixty days after the expiration of the previous semi-annual period.

Sec. 2.—A member delinquent in dues for a period of six months shall be dropped from the roll of the subordinate unit without further notice. A member not in good standing is not entitled to receive The Journal nor to vote in his subordinate unit, nor shall the Grievance Committee or similar body exercise itself in his behalf in case of grievance.

ARTICLE XXVII.—ANNUAL REPORT.

Section 1.—All subordinate units shall file an annual report with the International Secretary-

Treasurer within sixty days from the close of the fiscal year, December 31, giving such information regarding its membership and finances as may be required by the International Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A subordinate unit shall be deemed not in good standing when four months have elapsed since its last report to the International Secretary-Treasurer and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a subordinate unit which for any reason surrenders its charter or otherwise becomes defunct shall revert to the General Assembly and shall be held in trust until the end of the fiscal year, when such moneys shall be credited to the General Fund.

ARTICLE XXVIII.—MEMBERS, DUTIES, OF.

Section 1.—It shall be the duty of all members to attend regularly the meetings of their subordinate units whenever possible.

Sec. 2.—Members shall render all assistance possible to fellow members in securing work.

Sec. 3.—It shall be the duty of all members to discourage the working of overtime and bonus, which tends to reduce the demand for telegraphers.

Sec. 4.—Where a member puts in full time for a company or firm, he shall not work for another company or firm without the consent of the subordinate unit of which he is a member. Upon being convicted of the first offense, he shall be suspended for thirty days, and on the second offense he shall be expelled from the Union.

ARTICLE XXIX.—GRIEVANCES.

Section 1.—Any member considering that he has been unjustly dealt with by his employer or that he is otherwise aggrieved, shall report the same in writing at a meeting of the subordinate unit having jurisdiction, or to the proper officer of such subordinate unit, and if deemed a proper subject for investigation, the matter shall be considered, provided that if it be deemed wise by the authority referred to, the aggrieved party shall first present his case to the officials of the district in which he is employed, in their regular order, before the same is taken up by the committee.

If the authority to whom it is referred deems the grievance an improper one, and the member is dissatisfied with its decision, he may appeal to the International President.

Sec. 2.—The District Committee receiving a grievance shall carefully and impartially examine all matters pertaining to it, and proceed to adjust the same as soon as practicable thereafter on a basis of equity and justice, and every honorable method shall be exhausted in effecting an amicable and satisfactory adjustment of the difficulty.

Sec. 3.—In their efforts to adjust a grievance they shall present the same to the employer having jurisdiction, and then to the higher officials in their regular order; and after the highest official or member of the firm within their jurisdiction has been reached, in the event of their failure to satisfactorily adjust the same, it shall be referred to the Division Committee or the

International President, together with all papers in the case and a full and complete statement of the proceedings of the Board or committee therein.

Sec. 4.—It shall be unlawful for members of this organization to present any proposed contract, set of rules or schedule to their employers unless a majority of the telegraphers affected thereby are members of the Union in good standing.

Sec. 5.—Any member or members inciting a strike or participating therein, except as provided in the laws of the Union, shall, upon conviction thereof, be expelled.

ARTICLE XXX.—CONTRACTS.

Section 1.—No subordinate unit shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the International President.

Sec. 2.—A District, Division or General Committee shall not be authorized to establish or regulate a schedule of wages affecting members other than it represents, and a copy of all contracts and agreements shall be forwarded to the International President by the Chairman without unnecessary delay. All grievances of a general character shall be regulated by the committee having jurisdiction. No contract or agreement shall be made whose provisions shall contravene the Constitution or the principles or teachings of the Union. Provided, no committee shall present a schedule, contract or agreement to their employ-

ers, nor attempt to secure its adoption, until it has first been approved by the International President.

ARTICLE XXXI.—SUPPLIES.

Section 1.—Supplies shall be furnished to the subordinate units by the International Secretary-Treasurer, and each order must be accompanied by a remittance in full.

ARTICLE XXXII.—TRANSFERS.

Section 1.—A member wishing to transfer to another subordinate unit to which he is eligible shall deposit his unexpired membership card with the Secretary of the subordinate unit he wishes to join, and if his membership be acceptable to such subordinate unit, the Secretary-Treasurer shall forward the unexpired card thus deposited to the International Secretary-Treasurer with his weekly increase and decrease report bearing the member's name.

Sec. 2.—A member employed in the jurisdiction of a subordinate unit shall be transferred to that subordinate unit within sixty days by the International Secretary-Treasurer.

Sec. 3.—Whenever a sufficient degree of mutual-ity of interest shall warrant, two or more divisional units engaged in the same branch of service may consolidate; provided such consolidation is approved by a two-thirds majority referendum vote of each division affected.

ARTICLE XXXIII.—AMENDMENTS.

Section 1.—This Constitution may be amended by a majority vote in the biennial convention or

between conventions it may be amended by the following form of initiative: Three or more subordinate units representing 300 or more paid-up members may join in an amendment which shall be forwarded to the International Secretary-Treasurer, who shall furnish copies of said amendment to the President or General Chairman of each subordinate unit, and if two-thirds of the units in good standing voting favor the proposed amendment it shall become part of the Constitution.

Sec. 2.—All amendments submitted to subordinate units as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents or General Chairmen of subordinate units.

Sec. 3.—Proposed amendments to the Constitution to be submitted to the General Assembly may be filed with the International Secretary-Treasurer on or before August 5 of convention years by subordinate units for publication in the August and September issues of the official organ.

ARTICLE XXXIV.—ELIGIBILITY TO HOLD INTERNATIONAL OFFICE.

Section 1.—No member shall be eligible for election as an officer of the General Assembly unless he shall have been continuously in good standing for at least one year directly previous to the convening of the General Assembly.

Mutual Benefit Department
OF THE
COMMERCIAL
TELEGRAPHERS' UNION
OF AMERICA

ARTICLE I.—TITLE AND GOVERNMENT.

Section 1.—This department shall be known under the name and title of the Mutual Benefit Department of the Commercial Telegraphers' Union of America, and shall be under the control and government of the General Assembly of the Commercial Telegraphers' Union of America.

ARTICLE II.—AIM.

Section 1.—Its aim is to benefit the families and any person or persons having an insurable interest in the lives of deceased members of the Commercial Telegraphers' Union of America, as defined by Article XXII hereof.

ARTICLE III.—CERTIFICATES.

Section 1.—The certificates issued by the Mutual Benefit Department shall be in form and terms as approved by the Insurance Committee hereinafter named, not inconsistent with these laws, and shall be divided into three series, as follows:

Series A shall consist of certificates limited to \$300.00.

Series B shall consist of certificates limited to \$500.00.

Series C shall consist of certificates limited to \$1,000.00.

ARTICLE IV.—MEMBERS.

Section 1.—Any member of the Union who is in good standing and satisfactory physical condition may become a member of this department, as provided in these laws, and according to the following provisions:

Sec. 2.—Members under forty-five years of age at the time of becoming members of the department shall be eligible to one certificate and no more, in either of the three series, A, B, or C. Members over forty-five years and not over fifty years of age at time of becoming members of this department shall be eligible to Series A or B only. Members over fifty years and not over sixty years of age at the time of becoming members of this department shall be eligible to Series A only. Members over sixty years of age shall not be eligible to membership in the Mutual Benefit Department. No member will be given more than one certificate.

Sec. 3.—This department reserves the right to place any applicant in a series, lower in amount than that applied for, or to which the applicant may be eligible, whenever the proper officers in charge of the department consider such action justified by the health record furnished with the application.

ARTICLE V.—OFFICERS.

Section 1.—The officers of this department shall consist of an Insurance Committee, a President and a Secretary-Treasurer. The Insurance Committee, which shall be the General Executive Board of the Union, shall be elected by the General Assembly. The International President of the Union shall be, ex-officio, the President; the International Secretary-Treasurer of the Union shall be, ex-officio, the Secretary-Treasurer.

ARTICLE VI.—THE INSURANCE COMMITTEE.

Section 1.—All death claims shall be examined and passed upon by the Insurance Committee, and no claim shall be paid until approved by a majority of the Committee. Any member or claimant who is dissatisfied with any decision made by the President or the Insurance Committee may appeal to the General Assembly of the Union. Provided, an appeal from their decision must be taken within ninety days from the date of receiving notice of the decision to be appealed from.

Sec. 2.—The Insurance Committee shall decide any and all questions that may arise, subject to appeal to the General Assembly. The Committee shall elect one of their number as Chairman, who shall submit annually to the General Assembly a written report of all business transacted by the Committee.

ARTICLE VII.—THE PRESIDENT.

Section 1.—The President shall be the executive head of the department.

ARTICLE VIII.—THE SECRETARY-TREASURER.

Section 1.—The Secretary-Treasurer shall keep a true record of all the business of the department, a register of the members, with the number and date of each certificate issued; received and hold in trust all funds of the department, and for each approved claim he shall as soon as possible pay to the proper person or persons such amount as may be realized from an assessment levied for the purpose of paying the claim. Provided, the amount paid shall in no case exceed the amount for which the member was insured. He shall submit a correct report biennially, or oftener, if required by the Insurance Committee, of business transacted by him, number of members and the condition of the department, and exhibit proper vouchers and receipts for all expenditures. His books shall at all times be subject to the inspection of the Insurance Committee or any person appointed by them.

ARTICLE IX.—APPLICATIONS.

Section 1.—All applications for membership must be made in writing to the Secretary-Treasurer, upon a blank approved by the Insurance Committee, and be forwarded to the Secretary-Treasurer (invariably accompanied by the required fee), certified to by the applicant as to the truth of the application. All questions asked in the application can be accepted by the department and the application, together with each and every statement contained therein, shall constitute the basis and form a part of the agreement for insurance between the applicant and the department. The department shall have the right

to reject any application, and any member of the department may protest against the admission of any person.

Sec. 2.—When the application is in due form, there being no protest, and the President and Secretary-Treasurer know of no cause why a certificate should not be issued, they shall immediately issue a certificate in accordance with Article XI. When a protest is entered against the admission of any person all papers shall be referred to the Insurance Committee, but any person may appeal from their decision, as provided in Article VI.

Sec. 3.—If such application for insurance is rejected, such rejection shall in no way affect membership in the Union.

Sec. 4.—Members of the Union whose dues and assessments are not fully paid within sixty days from the beginning of the semi-annual dues periods shall forfeit their membership in the Mutual Benefit Department without further notice.

ARTICLE X.—FRAUDULENT STATEMENTS.

Section 1.—Fraudulent or false statements made to procure the issuance of a certificate shall be sufficient cause for the revocation of the same or the non-payment of any claim arising therefrom.

ARTICLE XI.—MEMBERSHIP.

Section 1.—Applicants for membership if accepted, shall be duly accredited as members, and their insurance shall be in effect at and from twelve o'clock, noon, of the date upon which

their application is accepted by the department, and certificate must be dated to correspond.

ARTICLE XII.—EXCHANGING CERTIFICATE.

Section 1.—Any member who shall file a request upon a blank provided for that purpose may exchange the certificate held by him for a certificate for a less amount, and upon the filing of such request in proper form, the surrender of the certificate held, and the payment of all assessments due thereon, and paying the sum of one dollar, transfer fee, the Secretary-Treasurer shall immediately issue a certificate for the amount specified to the member making such request, and such certificate shall be dated and take effect upon the date on which the exchange is made. Any member may exchange the certificate held by him for a certificate for a greater amount, provided he is entitled to such greater amount under the provisions of Article IV of these laws, and is in satisfactory physical condition, by making application on regular blank application for membership, surrendering the certificate held, paying all assessments due thereon, and paying the sum of one dollar, transfer fee, and the certificate surrendered shall become void on the date the new certificate takes effect. If any application for exchange of certificate for a greater amount is rejected, the surrendered certificate shall remain in full force and the transfer fee shall be returned, together with the surrendered certificate.

ARTICLE XIII.—FEES.

Section 1.—The fee for membership must in all cases accompany the application for membership, and no application shall be accepted or certificate issued by the Secretary-Treasurer until the fee is received by him. Such fee shall be one dollar for Series A, B and C. All amounts received for fees shall be placed to the credit of the General Fund of the Union.

ARTICLE XIV.—ASSESSMENTS AND
FORFEITURES.

Section 1.—Not later than the 15th day of December in each year the Secretary-Treasurer shall mail to each member of the department at the last given address as shown in the books in his office notices, advising him that on the first day of each month for the succeeding year he is required to pay an assessment of twenty-five cents for certificates in Series A, forty cents for certificates in Series B and eighty cents for certificates in Series C.

Sec. 2.—Should the amount of the assessment thus provided prove insufficient to pay the approved claims against the department, the Secretary-Treasurer shall, by and with the advice and consent of the Insurance Committee, levy extra or special assessments in such sums as are directed, and of which he shall mail notice to each member of the department. If any of the above assessments are not paid at the office of the department within two calendar months from the date of the notice thereof, the certificate or certificates upon which such payments have not been made, shall thereupon become forfeited.

together with all rights to any benefits thereunder, without further notice. If after the approval claims against the department for the year are paid there shall be in the treasury to the credit of the fund a surplus which shall render such action consistent, one or more assessments may be suspended or omitted from the notices of the following year.

Sec. 3.—The sending of any notice of assessment shall not in any case constitute, or be considered as, a waiver of any previous unpaid assessment.

ARTICLE XV.—READMISSIONS.

Section 1.—Members who forfeit membership in the Mutual Benefit Department can only be readmitted as new members by complying with all the requirements of Articles IX and XIII of the Mutual Benefit Department laws, and the laws of the Union governing the admission of new members.

ARTICLE XVI.—DEATH CLAIMS.

Section 1.—When the death of a member of the department occurs, proof of such death shall be made upon blanks furnished by the Secretary-Treasurer, in accordance with the instructions of the Insurance Committee, and the claim shall be paid after being submitted to the Insurance Committee and approved by them. Claims for benefit and proof of death must be filed within one year from the date of death, and unless claim and proof are so filed with the Secretary-Treasurer within one year from the date of death, this department shall be relieved of any liability arising from or growing out of such claim.

ARTICLE XVII.—DISABILITY—INABILITY TO PAY ASSESSMENTS.

Section 1.—Should a member of the department become totally and permanently disabled from performing any labor, and shall furnish satisfactory proof of the same to the Insurance Committee on a blank provided for the purpose, the Insurance Committee may order his assessments in the Mutual Benefit Department paid from the expense fund of the department, charging same against such member's certificate, and deducting all such sums from his benefit when finally paid, provided the proper authority be given by the holder of the certificate for such payment and deduction.

ARTICLE XVIII.—ADDRESS OF MEMBERS.

Section 1.—It is the imperative duty of every member to notify the Secretary-Treasurer of any change in his address, and the department shall not be responsible for any delinquencies which may occur through any failure to notify the Secretary-Treasurer of change of address.

ARTICLE XIX.—DESIGNATE PERSONS TO WHOM BENEFITS ARE PAYABLE.

• Section 1.—All assessments are payable at the office of the department, and must be forwarded by the member direct to the Secretary-Treasurer. Any remittance made in payment of assessments may be applied to unpaid assessments previously due. The applicant must designate in his application some person or persons to whom benefit shall be paid in event of his death, and the Secretary-Treasurer shall enter such designated name

or names upon the register of the department, and also upon the certificate of membership. Any member desiring to make change in the named beneficiary may do so with the consent of the department by making request for such change on a blank provided for that purpose and returning the certificate for necessary changes and the payment of one dollar, provided no benefit shall be made payable to anyone not having an insurable interest in the life of the member.

ARTICLE XX.—DUPLICATE CERTIFICATES.

Section 1.—The Secretary-Treasurer shall, upon application upon a blank provided by him, issue a certificate to replace any which may have been lost or destroyed, upon the payment of one dollar. Such certificate must be plainly marked "Duplicate," and notation of the issue must be made upon the register, giving date.

ARTICLE XXI.—NOTICE OF ASSESSMENT.

Section 1.—The notice of assessment shall be written or printed, or partly written and partly printed, and placed in an envelope, properly addressed to the member for whom it is intended as his address is shown on the books of the department, one full rate of postage paid thereon, and deposited in the postoffice. The envelope in which such assessment notices are enclosed must have a printed return card thereon. All notices of assessment shall be printed in THE COMMERCIAL TELEGRAPHERS' JOURNAL. To insure proper credit being given, members must return the notice of assessment with their remittance, and the department shall not be responsible for any

error that may occur in consequence of failure on the part of any member to return any notice. The Secretary-Treasurer will, upon receipt of remittance, immediately give the proper credit and mail to the member a receipt for the same, which may be written or printed, and upon which such information relative, to the department as is consistent may be printed.

ARTICLE XXII.—BENEFITS—To WHOM PAY- ABLE.

Section 1.—Death benefits shall only be payable to the families, heirs, blood relations, affianced wife of, affianced husband of, or to persons dependent upon the member. Provided, that the member having no wife or children living may, with the consent of the General Assembly, make a charitable institution his beneficiary.

Sec. 2.—In default of the above, the expenses of the last sickness and funeral of the deceased shall be paid by the Secretary-Treasurer. Provided, no other provision has been made for the payment, and further provided, that bills for the same are approved by the Insurance Committee. In no case shall the amount so paid exceed the benefit, and the bills for such expenses shall be paid in the order of their presentation to the Secretary-Treasurer. Any balance remaining after this article has been complied with shall revert to the expense fund of the department.

Sec. 3.—No part of the Mortuary Fund created by assessments shall be paid out, loaned or diverted for any purpose whatever, except for the payment of approved death claims.

ARTICLE XXIII.—MONEY—HOW FORWARDED.

Section 1.—All moneys must be forwarded by draft, express or postoffice order, and all charges for expressage, collection or exchange must be prepaid.

ARTICLE XXIV.—AMENDMENTS.

Section 1.—These laws can only be repealed, altered or amended in accordance with the provisions of Article XXXI of the Constitution.

ARTICLE XXV.—HEIGHTS AND WEIGHTS.

Section 1.—The following table of heights and weights will govern the acceptance of applications for membership in the Mutual Benefit Department, except when no objection to the acceptance of the applicant appears other than excessive or light weight, in which case the Insurance Committee may on sworn certificates from at least two reputable physicians, made upon blanks furnished by the Committee, showing to the satisfaction of the Committee a satisfactory physical condition on the part of the applicant, accept such applicant:

Sec. 2.—

Height	—Weight—	
	Light	Heavy
5 feet.....	92	177
5 feet 1 inch.....	96	181
5 feet 2 inches.....	100	185
5 feet 3 inches.....	104	189
5 feet 4 inches.....	108	195
5 feet 5 inches.....	112	202
5 feet 6 inches.....	114	206
5 feet 7 inches.....	116	208

Height	—Weight—	
	Light	Heavy
5 feet 8 inches.....	120	215
5 feet 9 inches.....	124	221
5 feet 10 inches.....	128	228
5 feet 11 inches.....	132	234
6 feet.....	136	241
6 feet 1 inch.....	140	247

Six pounds to the inch added for a person over six feet one inch in height.

Sec. 3.—An allowance of four pounds from minimum weights shown in the foregoing table may be made in considering applications of women.

SPECIAL RULES OF ORDER.

The following rules shall govern sessions of the General Assembly.

SESSIONS OF GENERAL ASSEMBLY.

The daily sessions of the General Assembly shall be from 9:00 a. m. to 12:30 p. m., and from 2:00 p. m. to 5:30 p. m.

ORDER OF BUSINESS.

1. Opening ceremony.
2. Roll call.
3. Reports of officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New business.
9. Election of officers.
10. Installation ceremony.
11. Closing ceremony.

INTRODUCTION OF BILLS, ETC.

Section 1.—Delegates introducing matter shall supply copies thereof to the International Secretary-Treasurer in triplicate, amendments to each section of an article to be on separate sheets.

All amendments, resolutions and communications shall be filed with the International Secretary-Treasurer, arranged in numerical order according to article and section, and placed directly before the convention.

ROLL CALL.

Sec. 2.—The roll of general officers and delegates shall be called at the opening of each session of the General Assembly, and a correct record of the same kept, and those absent at roll call shall be shown in the proceedings of each day's session.

RECORDED VOTE.

Sec. 3.—The roll shall be called and the vote of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegate.

LIMIT OF DEBATE.

Sec. 4.—Any officer or delegate desiring to speak on a question before the General Assembly shall rise and address himself to the International President, giving his name, and if a delegate the number of his local, and on being recognized shall proceed, confining himself to the question under consideration, avoiding all personalities. No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard, nor for a longer period than *ten minutes* at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration, in which case he shall be allowed to close the debate.

AMENDMENTS.

Sec. 5.—When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further amendments shall be in order except a substitute and one amendment to the substitute. No amendment shall be in order that has for its object the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION.

Sec. 6.—If the previous question is moved the question shall be, "Shall the main question be now put" which shall be put to the General Assembly without debate. If carried by a majority vote, no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS.

Sec. 7.—When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.
5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Sec. 8.—Which several motions shall have precedence in the order named herein.

Sec. 9.—A motion to fix the day or time to which the general Assembly shall adjourn, to adjourn and to take a recess shall always be in order.

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MUTUAL BENEFIT DEPARTMENT

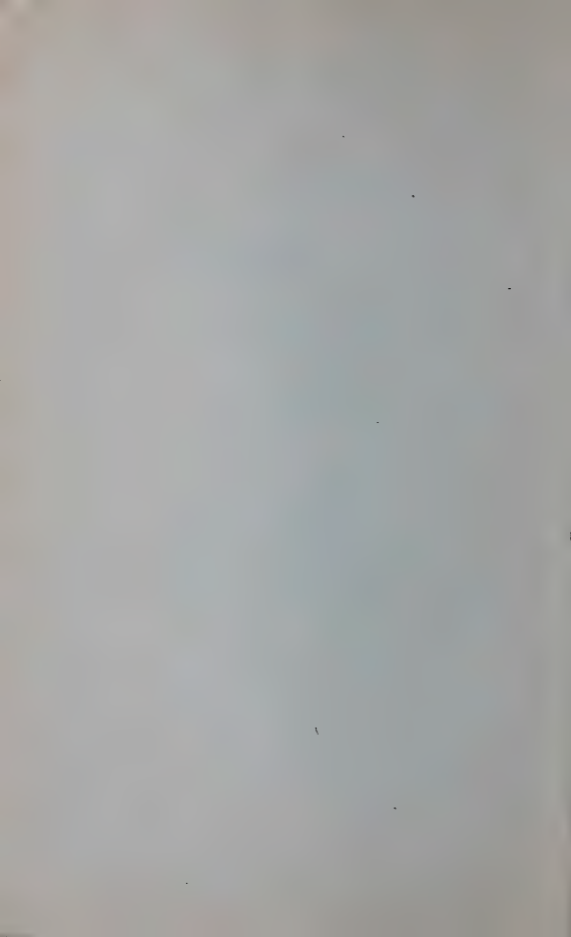
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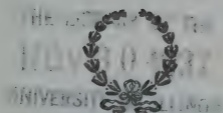
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CONSTITUTION OF THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA



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1921

HISTORICAL.

The Commercial Telegraphers Union of America is the result of an amalgamation in March, 1903, at Washington, D. C., of two organizations—The International Union of Commercial Telegraphers with headquarters at Chicago, and the Order of Commercial Telegraphers with headquarters at St. Louis, Mo.

The International Union of Commercial Telegraphers had its inception at Chicago in June, 1902, and held its first convention in Chicago in September of the same year.

The Order of Commercial Telegraphers was the outgrowth of the Brotherhood of Commercial Telegraphers, fostered by the Order of Railroad Telegraphers from 1897 until 1902. The International Union of Commercial Telegraphers and the Brotherhood of Commercial Telegraphers both applied to the American Federation of Labor for a charter in 1902. The American Federation of Labor at its New Orleans convention ordered a joint convention of the two organizations, which was held at Pittsburgh in December, 1902. The International Union of Commercial Telegraphers was not represented at this convention, and the Order of Commercial Telegraphers was formed, the officials of the Order of Railroad Telegraphers turning over the membership of the Brotherhood of Commercial Telegraphers into the new organization.

In March, 1903, representatives of both the International Union of Commercial Telegraphers and the Order of Commercial Telegraphers got together at Washington, D. C., and The Commercial Telegraphers Union of America was agreed upon as the title of the amalgamated organization, and the first convention was held at New York in July, 1903.

PREAMBLE

We, the COMMERCIAL TELEGRAPHERS OF AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who work at the trade of telegraphy, believe that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our objects:

To protect, maintain and advance trade interests and secure better conditions of employment;

To establish and uphold a fair and equitable rate of wages;

To give all moral and material aid in our power to our members and those dependent upon them;

To distinguish the work performed by members of the Union and make it preferred;

To discourage the indiscriminate teaching of telegraphy.

Therefore, we deem it compatible with individual rights to establish laws for the government of our Union, and we adopt and promulgate the following constitution:

CONSTITUTION OF THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA

ARTICLE I—Name

Section 1.—This organization shall be known as THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA.

ARTICLE II—Jurisdiction

Section 1.—Its jurisdiction shall embrace all branches of the telegraph service except the railroad.

ARTICLE III—Eligibility to Membership

Section 1.—Any white person of good moral character, who is over 16 years of age, and is actually employed as a commercial telegrapher, or as an operative connected with an automatic telegraph machine, and maintenance of lines, bookkeeper or clerk in the commercial telegraph service, or in the operation of a telephone, shall be eligible to membership: Provided, any commercial telegrapher, although not actually so employed is eligible to membership.

ARTICLE IV—How Composed

Section 1.—This organization shall be composed of subordinate units known as system divisions, broker divisions, such other private wire divisions as may be found necessary to conform to this Union's principles of complete autonomy for the various branches of the Commercial Telegraph, and District Councils, all acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V—General Assembly

Section 1.—The supreme authority in the Union shall be vested in the General Assembly; it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. In it alone is vested power to establish subordinate units and there is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article XXXIII.

Sec. 2.—The General Assembly shall be composed of the International Officers, the General Executive Board and duly accredited delegates from the subordinate units elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

Sec. 3.—It shall divide the territory under the jurisdiction of the General Assembly into districts which may be assigned to subordinate units.

ARTICLE VI—Sessions

Section 1.—The General Assembly shall convene in regular session on the first Monday in October, biennially, at 10 o'clock a. m., in such city as may be determined by the previous session.

Sec. 2.—Special sessions may be called at any time that the interests of the Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request of not less than five subordinate units, representing fifty-one per cent of the membership of the Union. Thirty days' notice of said special convention shall be given all subordinate units.

Sec. 3.—The officers of the General Assembly and members of the General Executive Board shall be delegates at large and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by subordinate units or individual members.

Sec. 3a.—Any International Past President of this Union, who has remained in continuous good standing since leaving the office of President, shall be entitled to a voice in the convention, if present, but shall have no vote.

Sec. 4.—Delegates at large shall not be eligible to election as delegates from subordinate units. Matters submitted to the biennial convention by subordinate units or members either directly or through delegates at large must be addressed to the General Assembly and not to a Committee

thereof, and units or members shall supply three copies of all matter so submitted.

Sec. 5.—When the roll of delegates-elect of subordinate units in good standing and entitled to representation is read by the International Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 6.—Only members of the Union in good standing for one year or more shall be eligible to office, provided that none of the International Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 7.—The first business of the General Assembly shall be to nominate and elect by ballots, by a plurality vote, a committee of three, whose duty it shall be to immediately examine into the regularity of the election and credentials of the delegates and the right and title of subordinate units to representation in the General Assembly.

ARTICLE VII—Representation

Section 1.—Each subordinate unit, except District Councils, chartered at least ninety days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each one hundred members or major fraction thereof. Each delegate or alternate must be a member of the Union in good standing for at least one year directly previous to the convening of the General Assembly.

Sec. 2.—District Councils with fifteen or more members directly attached thereto, and who do not come under the jurisdiction of any other subordinate unit, shall be entitled to representation on such membership on the same basis as other subordinate units.

Sec. 3.—The basis of representation shall be computed on the membership of the subordinate unit in good standing at the end of the dues period immediately preceding the session of the General Assembly. The end of dues paying periods are June 30 and December 31.

Sec. 4.—No subordinate unit shall be entitled to representation in the General Assembly which is indebted to the General Assembly or which shall fail to file annual reports, provided that this section may be suspended and the delegates of any subordinate unit be admitted if two-thirds of the members present vote in favor thereof.

Sec. 5.—Delegates to the General Assembly must be members of the Union in good standing for at least one year directly previous to the convening of the General Assembly and must be members of the subordinate unit which they represent, provided that any member shall be eligible as a delegate or alternate from a newly organized subordinate unit ninety days after admission to the subordinate unit.

Sec. 6.—The prima facie evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the International President and International Secretary-Treasurer of the Union.

ARTICLE VIII

Section 1.—All amendments, resolutions and communications submitted to the General Assembly shall be read, filed with the International Secretary-Treasurer for arrangement according to article and section number, and taken up seriatim by the convention.

ARTICLE IX—Rules of Order

Section 1.—Roberts' Rules of Order shall govern the deliberations of THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA unless otherwise provided.

ARTICLE X—Seal

Section 1.—The official seal of the General Assembly shall be circular in form and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all official documents, circulars and papers emanating from the General Assembly and its executive officers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI

Officers of the General Assembly

Section 1.—The Officers of the General Assembly shall be:

An International President.

Three International Vice-Presidents.

An International Secretary-Treasurer.

And a General Executive Board, consisting of five members, no two of whom shall be located in the same state or province.

Sec. 2.—Officers of the General Assembly shall be amenable only to the General Executive Board during their terms of office.

Sec. 3.—The Officers of the General Assembly shall be elected by a majority vote at the biennial session of the General Assembly, or at any special session of it, if deemed wise, and shall serve until their successors are duly elected.

Sec. 4.—In case of the death, resignation, removal or suspension of the International president, the vacancy shall be filled by the General Executive Board.

Sec. 5.—In case of the death, resignation, removal or suspension of the International Secretary-Treasurer the vacancy shall be filled by the General Executive Board. The General Executive Board shall immediately elect a sub-committee of the Board to convene at International headquarters of the Union and audit the accounts of the former International Secretary-Treasurer and transfer the funds to his successor who shall then have authority to disburse them in accordance with the laws of the organization. The General Executive Board shall have the power to fill the vacancies of Vice-Presidents if deemed necessary.

ARTICLE XII

International President, Duties Of

Section 1.—The International President shall devote his entire time to the Union, and it shall be his duty to preside at all sessions of the General Assembly, and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of the Union and shall call to account any member of the Union or any subordinate unit violating the same.

Sec. 3.—He shall pass upon and approve or reject, subject to appeal to the General Executive Board, all applications for charters for the establishment of subordinate units when received from the International Secretary-Treasurer, properly endorsed by him, and the International President shall have power to suspend the same for cause, by and with the consent of the General Executive Board.

Sec. 4.—He shall pass upon and approve or reject the by-laws of subordinate units, and such by-laws shall not be effective until approved by the President.

Sec. 5.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts. A Deputy President shall receive only such salary, expenses or compensation as the General Executive Board may determine.

Sec. 6.—He may, with the consent of the General Executive Board, suspend from office any officer of a subordinate unit, but such suspension shall not deprive such officer of any of his rights as a member of the Union.

Sec. 7.—He shall devote as much of his time as possible to organizing. He may appoint and employ organizers at such salaries as the General Executive Board may determine.

Sec. 8.—Upon receiving an official statement of a grievance from a General or District Chairman, or Board of Adjustment, the International President shall, in conjunction with the proper committee, renew all honorable methods to effect an amicable and satisfactory adjustment. Failing in this, the International President and the General or District Committee, or Board of Adjustment shall have authority to order a strike; Provided, that such action is agreed upon by two-thirds of the committee interested. In the event of a strike, the International President shall be the recognized leader and shall have authority to command the entire resources of the Reserve Fund. The agency hereinbefore authorized to sanction a strike shall also have the authority to declare a strike at an end.

Sec. 9.—The International President shall have authority to appropriate such moneys from the Reserve Fund for legal advice and other expenses as in his judgment may be necessary for the successful prosecution of a strike.

Sec. 10.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may demand concerning matters pertaining to the affairs of the Union.

Sec. 11.—He shall give a bond satisfactory to the General Executive Board, which shall be held in trust by it, and at the end of his term of office he shall make a full and complete report to the General Assembly of all his official acts, together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 12.—He shall employ the clerical help necessary to conduct the business of his office, and upon approval of the General Executive Board shall pay such salaries as will not conflict with the Union scale for such employes.

Sec. 13.—When absent from headquarters in the interest of the Union, he shall receive reasonable traveling and living expenses, payable upon the approval of expense account.

ARTICLE XIII

International Vice-Presidents, Duties Of

Section 1.—Three International Vice-Presidents shall be nominated and elected as provided in this Constitution, and shall hold office until their successors are duly selected and qualified. The ranking Vice-President shall in all respects perform the duties of the International President in his absence, or when incapacitated. The Vice-Presidents shall at all times render such assistance to the Union as the International President may direct.

Sec. 2.—One Vice-President shall devote his entire time, under the direction of the International President, to the interests of the Union within the Dominion of Canada. The other two shall at all times render such assistance to the Union as the International President may direct.

ARTICLE XIV

International Secretary-Treasurer, Duties Of

Section 1.—It shall be the duty of the International Secretary-Treasurer to keep an accurate record of the proceedings and transactions of

the biennial and all special conventions, to preserve the records and papers of the Union, and perform such other duties as may be designated by the Constitution.

Sec. 2.—He shall receive all moneys due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the official organ at all times.

Sec. 3.—He shall receive all applications for charters to establish subordinate units, and when accompanied by the required fee he shall forward such application to the International President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all subordinate units, with the dates of their organization, their time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General Assembly, and shall provide himself with all the books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of subordinate units and notification of the election of Delegates and Alternates he shall immediately mail to each delegate-elect a certificate bearing

his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and upon approval of the General Executive Board shall pay such salaries as will not conflict with the Union scale for such employes.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions and shall furnish the Committee on-Credentials with all desired information.

Sec 10.—He shall furnish a bond satisfactory to the General Executive Board indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion, said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official reports, credentials, seals, books, report blanks, stationery and supplies, with constitutions and laws and other matter ordered by the subordinate units, the International Officers or General Executive Board, to be printed and kept in stock, and shall be the custodian thereof, and shall furnish the same upon requisition. Receipts for dues issued

to members by secretaries of subordinate units shall only be written on the form supplied by the International Secretary-Treasurer.

Sec. 12.—He shall furnish semi-annual membership cards, such cards to be issued direct to the members by the International Secretary-Treasurer upon receipt of reports accompanied by full remittances from the Secretary-Treasurer of a subordinate unit.

He may also provide a suitable annual card for members desiring to pay dues in advance for such period.

Cards to be of uniform make, design and lettering, and bear the emblem of the Union, the date upon which the member was last initiated, and fac-simile signatures of the International President and International Secretary-Treasurer.

Sec. 13.—He shall make a charge of \$1.00 for all duplicate cards furnished.

Sec. 14.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 15.—He shall devote his entire time to the interests of the Union and shall receive as compensation for his service a salary to be fixed by resolution at the biennial convention.

Sec. 16.—When absent from his headquarters in the interest of the Union he shall receive reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 17.—At each regular session of the General Assembly he shall render a full and com-

plete report of all of his official acts and an accurate and comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities.

ARTICLE XV

General Executive Board, Duties Of

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be located in the same state or province.

Sec. 2.—It shall fill any vacancies of general officers until the next session of the General Assembly.

Sec. 3.—It shall have appellate jurisdiction when the biennial convention is not in session, and its decision shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least five days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the International Secretary-Treasurer, with the assistance of a bonded expert accountant, and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the International Secretary-Treasurer to be audited by a bonded expert accountant each six months or oftener, in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employes of the General Assembly.

Sec. 7.—Should any officer of the General Assembly fail or refuse to perform the duties prescribed by the constitution it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal.

Sec. 8.—Should charges be preferred against any officer of the General Assembly the Board shall have full authority and power to investigate such charges and may take summary action in any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the subordinate unit of which he is a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Executive Board shall be custodian of the bonds of the International officers.

ARTICLE XVI

The names of all International Officers, including those of the International General Executive Board shall appear upon all letterheads in use at International Headquarters, and the International Secretary-Treasurer shall supply all International Officers with such stationery and postage, as may be necessary in the performance of their official duties.

ARTICLE XVII—General Assembly Revenue

Section 1.—The revenue of the General Assembly shall be derived as follows:

a. One dollar of each initiation fee.

b. Four dollars of semi-annual dues from Morse, Automatic, Radio and Lineman members; and, two dollars and fifty cents of semi-annual dues from clerk members.

c. All profits on sales of supplies to the subordinate units.

d. Special assessments levied by the General Executive Board.

Sec. 2.—The General Assembly proportion of semi-annual dues shall be apportioned as follows:

From Morse, Automatic, Radio and Linemen: Two dollars and fifty cents to General Fund, 75 cents to Reserve Fund, and 75 cents to the Journal Fund.

From Clerks: One dollar and fifty cents to the General Fund, fifty cents to the Reserve Fund and fifty cents to the Journal Fund.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—The Reserve Fund shall be used for no other than the purposes set forth elsewhere in the constitution.

Sec. 5.—The Journal Fund shall be credited to and used in publishing the official organ.

Sec. 6.—All moneys received and for which there is no provision made shall be credited to the General Fund.

Sec. 7.—The International President with the consent of the General Executive Board, shall have the authority to put into effect such special initiation and dues rates as in his judgment will serve the interests of the Union in any locality provided that such special rate or rates shall not affect any member of sub-unit working under a schedule.

ARTICLE XVIII—Salaries

Section 1.—The salaries of the International President, International Vice-Presidents and International Secretary-Treasurer shall be fixed by resolution at the biennial convention.

Sec. 2.—Members of the General Executive Board and delegates to the annual convention of the American Federation of Labor shall be paid ten dollars per diem and actual expenses while engaged in the business of the Union.

ARTICLE XIX—Official Journal

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS JOURNAL," published monthly under the management and editorship of the International Secretary-Treasurer, and the

policy of the several departments shall be in accord with that of the International President.

Sec. 2.—There shall be maintained in the Journal departments of an editorial and literary character calculated to promote the general welfare of the Union and the moral and intellectual character of its members. A liberal open forum, bearing upon the labor question, shall be maintained. Also notice of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The International Secretary-Treasurer shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it shall be mailed regularly to him, provided that the subscription price of two dollars per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal shall be under the direction of the International Secretary-Treasurer.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of the Union and the proceeds derived from its publication after all expenses have been paid shall revert to the General Fund of the Union.

Sec. 7.—The cost of The Journal shall not be permitted to exceed the regular per capita subscription without the consent of the General Executive Board.

Sec. 8.—No subordinate unit or member thereof shall issue any paper, journal or magazine representing THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA, or any portion of the membership of the same.

Sec. 9.—Except in case of subordinate units addressing their own members, no subordinate unit nor any member or members of the Union shall issue any circular or petition to subordinate units, or members of the Union without the same being first approved by the International President, and a certificate of approval shall be attached to and accompany the circular or petition: Provided, this does not apply to action under Article XXXIII of the Constitution.

Sec. 10.—The International Secretary-Treasurer shall make a separate biennial report to the General Assembly of the revenues and expenditures of The Commercial Telegraphers Journal, as well as a report to the biennial convention.

ARTICLE XX

Charges, Trials and Appeals

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers Union of America. Such charges must be made in writing and must be filed with the Chairman of the General Executive Board.

Sec. 2.—The Chairman shall at once notify the accused, furnishing him with a copy of the charges, and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall be subject to the action of the next convention, but shall be final in the interim.

Sec. 3.—In any case where witnesses are located in remote places, or if they are unable to appear before the Board, the testimony may be taken in writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 4.—When such procedure is necessary, notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XXI—Delegates to the American Federation of Labor

Sec. 1.—The International President shall be ex-officio, the first delegate to the A. F. of L. Convention and the other delegates and alternates shall be elected at the biennial convention.

LAWS GOVERNING SUBORDINATE UNITS

ARTICLE XXII—How Formed

Section 1.—Fifteen or more persons eligible to membership in any district provided for under Art. V, Sec. 3 of the Constitution may, with the approval of the International President and International Secretary-Treasurer, organize themselves into a subordinate unit as provided for in Art. IV, Sec. 1.

Officers

Sec. 2.—The officers of System Divisions or such other divisions as may be established shall consist of a General Chairman, a General Secretary-Treasurer, a General Committee, composed of one Chairman for each district or circuit, and such other officers as the division may deem necessary, provided: where the territory assigned to a subordinate unit is divided into less than three or more than five districts or circuits, the General Committee may be provided for in the by-laws to meet existing conditions.

Sec. 2a.—The Chief Executive of a broker division may be called "President" if so desired by such division.

Officers, Duties Of

Sec. 3.—It shall be the duty of the General Chairman or President to preside at all meetings of the General Committee, preserve order therein,

decide all questions of order, subject to appeal to the General Committee, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—It shall be the duty of the District or Circuit Chairman to preside at all meetings of the district, preserve order therein, decide upon all questions of order subject to appeal to the members present, and to perform such other duties as this constitution or the General Chairman acting under the Division's by-laws may direct.

Sec. 5.—It shall be the duty of the General Secretary-Treasurer to keep a true record of the proceedings of the Division, conduct the correspondence of the Division, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the International Secretary-Treasurer. He shall receive all funds of the Division from whatsoever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the International Secretary-Treasurer); have charge of and hold in trust the seal and all books, papers and moneys, keeping a just and true account thereof. He shall deposit the funds of the Division from time to time in such bank or trust company and in such a manner as the Division may decide. He shall pay all orders drawn by the General Chairman or President, by order of the Division, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, sus-

pended, expelled and deceased, with date and causes, together with a true statement of the funds received and disbursed. He shall render a report to the International Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initiation fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other properties of the Division in his possession.

Audits

Sec. 6.—The General Chairman or President and General Committee shall audit the accounts of the General Secretary-Treasurer whenever a change in that office occurs, and also during the months of December and June of each year for the preceding period. They shall also verify the bank balance on deposit. The Auditing Committee as named above shall report its findings in writing at the next regular or special meeting. The General Chairman or President shall attest a copy of the committee's report and immediately forward same to the International Secretary-Treasurer.

The International Secretary-Treasurer shall have authority at any time to examine the books of any subordinate unit in person or by deputy.

General Committees, Duties Of

Sec. 7.—The General Committee shall, in addition to the duties hereinbefore provided, perform such other duties as the subordinate unit may determine.

District and Division Committees, Duties Of

Sec. 8.—In the districts outlined by the General Assembly and assigned to a subordinate unit a District Committee shall be elected to serve as a Grievance Committee for the members under its jurisdiction.

(a) Where the District Committee so elected represents the employes of one corporation whose territory is divided into divisions and subdivided into districts or a similar form of organization, the chairmen of the various District Committees in the same division shall form the Division Committee.

(b) The members of a Division Committee so formed may provide for the election of a General Committee to meet conditions.

(c) The District Committee shall have jurisdiction over all grievances which may arise in its territory.

(d) The Division Committee shall have jurisdiction over all grievances which may arise in its territory affecting two or more districts and any grievances which may be referred to it affecting its Division.

Election of Officers

Sec. 9.—The officers of the subordinate unit shall be annually elected by ballot at the first regular meeting of the subordinate unit in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected not less than thirty days prior to the convention. Vacancies shall be filled as the subordinate unit may determine.

Delegates to the biennial convention shall have at least four (4) union labels on their persons, when possible to obtain them, before being seated in such convention.

Sec. 10.—The International President may upon request from a subordinate unit issue a dispensation to that subordinate unit to hold its election and installation upon date that will not conflict with negotiations.

Subordinate Units, Powers Of

Sec. 11.—Subordinate units shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, all rights of appeal to the General Executive Board and the biennial convention being reserved.

Revenue

Sec. 12.—The revenue of subordinate units shall be derived as follows:

1. Initiation fee of not less than two dollars per member.
2. Dues of not less than six dollars per year for Clerk members, and dues of not less than eleven dollars per year for Morse, Automatic, Radio and Lineman members. All dues to be paid either semi-annually or annually in advance.
3. Such assessments as may be levied by the subordinate unit.

Seal

Sec. 13.—Each subordinate unit shall be provided with a seal by the International Secretary-Treasurer with the name and number of the

subordinate unit and the words: "THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA," on the margin, and all official papers emanating from the subordinate unit shall bear an impression of its seal.

By-Laws

Sec. 14.—Subordinate units may enact such by-laws as may be necessary and which do not conflict with the constitution, subject to the approval of the International President.

Initiations

Sec. 15.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of the Union.

Sec. 16.—Any duly accredited organizer may, where no subordinate unit exists, obligate and initiate applicants for membership, such applicants being assigned to the subordinate unit having jurisdiction.

ARTICLE XXIII—District Councils

Section 1.—District Councils may be formed upon approval of the International President by seven or more members in good standing of two or more subordinate units of the C. T. U. A. and who are located in the territory assigned to the Council, provided no two Councils shall have jurisdiction over the same territory.

Sec. 2.—Voting in the District Council shall be by units, and each subordinate unit affiliated with the Council shall be entitled to but one vote, irrespective of the number of members present at meetings.

Sec. 3.—The purpose of the District Council shall be to carry on social, fraternal and legislative purposes of the Union, and to assist various subordinate units in organizing and solidifying those who are eligible to membership in the Union; and for these purposes the Council may act concurrently with subordinate units.

Sec. 4.—Persons who are eligible to membership in the Union and employed in branches of the service over which no subordinate unit has jurisdiction shall carry their membership in the District Council.

Sec. 5.—Ex-telegraphers holding cards in the Association of Retired Telegraphers issued by the C. T. U. A. shall be attached to the District Council.

Sec. 6.—The authority to adjust grievances is vested solely in the subordinate units and the General Assembly of the Union. Therefore, no District Council shall be permitted to exercise such authority, but in conducting the business of the Council the laws as promulgated in Art. XXII, Secs. 2, 3, 4, 5, 6, 7, 9, 16 and 17 of the Constitution shall govern.

Sec. 7.—District Councils will be entitled to representation in the General Assembly only as provided in Art. VII, Secs. 1 and 2.

Sec. 8.—The revenue of the Council shall be derived as follows:

1. Through the per capita allowed by the various subordinate units.

2. The local per capita from members of the Retired Telegraphers.

3. Through the local proportion of the dues from members attached directly to the Council.

4. Through such other sources as may be devised by the Council and are not in conflict with the laws of the Union or the various subordinate units with which the Council holds jurisdiction.

Sec. 9.—Any members of the District Council are eligible for office within the Council.

District Council Officers

Sec. 10.—The officers of a District Council shall consist of a President, a Vice-President, a Secretary-Treasurer and such other officers as the District Council may deem necessary.

Sec. 11.—District Council officers shall be annually elected by ballot at the first regular meeting of the District Council in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected not less than thirty days prior to the convention. Vacancies shall be filled as the District Council may determine.

ARTICLE XXIV—Charges

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A——— B———, do hereby charge C——— D———; a member of Division or District Council No. —, Commercial Telegraphers Union of America, with unbecoming conduct (or violation of his obligation, as the

case may be), to-wit: In that the said C———
D——— did on or about the——— day of———
A. D., —— (here state the offense in brief
and concise language.)

When the charge is for a continued time the specifications may read "and habitually since that time." Otherwise there must be a separate specification for each action.

The charge must be certified to, if preferred by a member, as follows: "I do hereby declare upon my honor as a member of The Commercial Telegraphers Union of America, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member, they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When such charges are preferred against any member the President of the District Council or General Chairman of the Division shall delegate either the General Committee, District Committee or a Commissioner to take testimony that either party may offer in relation to the case. The committee shall immediately summon the accused to appear for trial giving him reasonable time, not to exceed ten days, to prepare his defense.

The plaintiff and the defendant may be represented by counsel but counsel representing either party must be members of the Union in good standing.

Sec. 3.—After taking all testimony offered the Committee shall determine the guilt or innocence

of the accused and fix the penalty. Such penalty shall be subject to ratification at the first meeting of the division or district of which the defendant is a member.

Sec. 4.—No expelled member shall be eligible for re-admission in less than one year from date of his expulsion.

The decision of the committee when ratified in open meeting shall be subject to appeal to the International President or the next convention, but shall be final in the interim.

ARTICLE XXV—Charters

Section 1.—Charters shall be issued by the General Assembly, signed by the International President and the International Secretary-Treasurer, under the seal, to subordinate units properly organized with fifteen or more members, on payment of ten dollars fee, and shall be of such form as the International Secretary-Treasurer may determine, and such sum shall revert to the General Fund.

ARTICLE XXVI—Good Standing

Section 1.—A member neglecting or refusing to pay dues six months in advance in full is not in good standing after a time limit set by the subordinate unit of which he is a member, in no case to be more than sixty days, after the expiration of the previous semi-annual period.

Sec. 2.—A member delinquent in dues for a period of six months shall be dropped from the roll of the subordinate unit without further notice. A member not in good standing is not entitled to receive The Journal nor to vote in his

subordinate unit, nor shall the Grievance Committee or similar body exercise itself in his behalf in case of grievance.

ARTICLE XXVII—Annual Report

Section 1.—All subordinate units shall file an annual report with the International Secretary-Treasurer within sixty days from the close of the fiscal year, December 31, giving such information regarding its membership and finances as may be required by the International Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A subordinate unit shall be deemed not in good standing when four months have elapsed since its last report to the International Secretary-Treasurer and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a subordinate unit which for any reason surrenders its charter or otherwise becomes defunct shall revert to the General Assembly and shall be held in trust until the end of the fiscal year, when such moneys shall be credited to the General Fund.

ARTICLE XXVIII—Members, Duties Of

Section 1.—It shall be the duty of all members to attend regularly the meetings of their subordinate units whenever possible.

Sec. 2.—Members shall render all assistance possible to fellow members in securing work.

Sec. 3.—It shall be the duty of all members to discourage the working of overtime and bonus, which tends to reduce the demand for telegraphers.

Sec. 4.—Where a member puts in full time for a company or firm, he shall not work for another company or firm without the consent of the subordinate unit of which he is a member. Upon being convicted of the first offense, he shall be suspended for thirty days, and on the second offense he shall be expelled from the Union.

ARTICLE XXIX—Grievances

Section 1.—Any member considering that he has been unjustly dealt with by his employer or that he is otherwise aggrieved, shall report the same in writing at a meeting of the subordinate unit having jurisdiction, or to the proper officer of such subordinate unit, and if deemed a proper subject for investigation, the matter shall be considered, provided that if it be deemed wise by the authority referred to, the aggrieved party shall first present his case to the officials of the district in which he is employed, in their regular order, before the same is taken up by the committee.

If the authority to whom it is referred deems the grievance an improper one, and the member is dissatisfied with its decision, he may appeal to the International President.

Sec. 2.—The District Committee receiving a grievance shall carefully and impartially examine all matters pertaining to it, and proceed to adjust the same as soon as practicable thereafter on a basis of equity and justice, and every honorable method shall be exhausted in effecting an amicable and satisfactory adjustment of the difficulty.

Sec. 3.—In their efforts to adjust a grievance they shall present the same to the employer hav-

ing jurisdiction, and then to the higher officials in their regular order; and after the highest official or member of the firm within their jurisdiction has been reached, in the event of their failure to satisfactorily adjust the same, it shall be referred to the Division Committee or the International President, together with all papers in the case and a full and complete statement of the proceedings of the Board or committee therein.

Sec. 4.—It shall be unlawful for members of this organization to present any proposed contract, set of rules or schedule to their employers unless a majority of the telegraphers affected thereby are members of the Union in good standing.

Sec. 5.—Any member or members inciting a strike or participating therein, except as provided in the laws of the Union, shall, upon conviction thereof, be expelled.

ARTICLE XXX—Contracts

Section 1.—No subordinate unit shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the International President.

Sec. 2.—A District, Division or General Committee shall not be authorized to establish or regulate a schedule of wages affecting members other than it represents, and a copy of all contracts and agreements shall be forwarded to the International President by the Chairman without unnecessary delay. All grievances of a general character shall be regulated by the committee

having jurisdiction. No contract or agreement shall be made whose provisions shall contravene the Constitution or the principles or teachings of the Union. Provided, no committee shall present a schedule, contract or agreement to their employers, nor attempt to secure its adoption, until it has first been approved by the International President.

ARTICLE XXXI—Supplies

Section 1.—Supplies shall be furnished to the subordinate units by the International Secretary-Treasurer, and each order must be accompanied by a remittance in full.

ARTICLE XXXII—Transfers

Section 1.—A member wishing to transfer to another subordinate unit to which he is eligible shall deposit his unexpired membership card with the Secretary of the subordinate unit he wishes to join, and if his membership be acceptable to such subordinate unit, the Secretary-Treasurer shall forward the unexpired card thus deposited to the International Secretary-Treasurer with his weekly increase and decrease report bearing the member's name.

Sec. 2.—A member employed in the jurisdiction of a subordinate unit shall be transferred to that subordinate unit within sixty days by the International Secretary-Treasurer.

Sec. 3.—Whenever a sufficient degree of mutuality of interest shall warrant, two or more divisional units engaged in the same branch of service may consolidate; provided such consolidation is approved by a two-thirds majority referendum vote of each division affected.

ARTICLE XXXIII—Amendments

Section 1.—This Constitution may be amended by a majority vote in the biennial convention or between conventions it may be amended by the following form of initiative: Three or more subordinate units representing 300 or more paid-up members may join in an amendment which shall be forwarded to the International Secretary-Treasurer, who shall furnish copies of said amendment to the President or General Chairman of each subordinate unit, and if two-thirds of the units in good standing voting favor the proposed amendment it shall become part of the Constitution.

Sec. 2.—All amendments submitted to subordinate units as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents or General Chairmen of subordinate units.

Sec. 3.—Proposed amendments to the Constitution to be submitted to the General Assembly may be filed with the International Secretary-Treasurer sixty days prior to biennial convention sessions, by subordinate units for publication in the August and September issues of the official organ.

ARTICLE XXXIV

Eligibility to Hold International Office

Section 1.—No member shall be eligible for election as an officer of the General Assembly unless he shall have been continuously in good standing

for at least one year directly previous to the convening of the General Assembly.

Sec. 2.—Any member who fails to properly account for Union funds entrusted to his care or who misappropriates funds belonging to the Union shall not be eligible to hold any office within the Union or to represent it in any capacity.

SPECIAL RULES OF ORDER

The following rules shall govern sessions of the General Assembly.

SESSIONS OF GENERAL ASSEMBLY

The daily sessions of the General Assembly shall be from 9:00 a. m. to 12:30 p. m., and from 2:00 p. m. to 5:30 p. m.

ORDER OF BUSINESS

1. Opening ceremony.
2. Roll call.
3. Reports of officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New business.
9. Election of officers.
10. Installation ceremony.
11. Closing ceremony.

INTRODUCTION OF BILLS, ETC.

Section 1.—Delegates introducing matter shall supply copies thereof to the International Secretary-Treasurer in triplicate, amendments to each section of an article to be on separate sheets.

All amendments, resolutions and communications shall be filed with the International Secretary-Treasurer, arranged in numerical order according to article and section, and placed directly before the convention.

ROLL CALL

Sec. 2.—The roll of general officers and delegates shall be called at the opening of each session of the General Assembly, and a correct record of the same kept, and those absent at roll call shall be shown in the proceedings of each day's session.

RECORDED VOTE

Sec. 3.—The roll shall be called and the vote of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegate.

LIMIT OF DEBATE

Sec. 4.—Any officer or delegate desiring to speak on a question before the General Assembly shall rise and address himself to the International President, giving his name, and if a delegate the number of his local, and on being recognized shall proceed, confining himself to the question under consideration, avoiding all per-

sonalities. No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard, nor for a longer period than *ten minutes* at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration, in which case he shall be allowed to close the debate.

AMENDMENTS

Sec. 5.—When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further amendments shall be in order except a substitute and one amendment to the substitute. No amendment shall be in order that has for its object the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION

Sec. 6.—If the previous question is moved the question shall be, "Shall the main question be now put" which shall be put to the General Assembly without debate. If carried by a majority vote, no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS

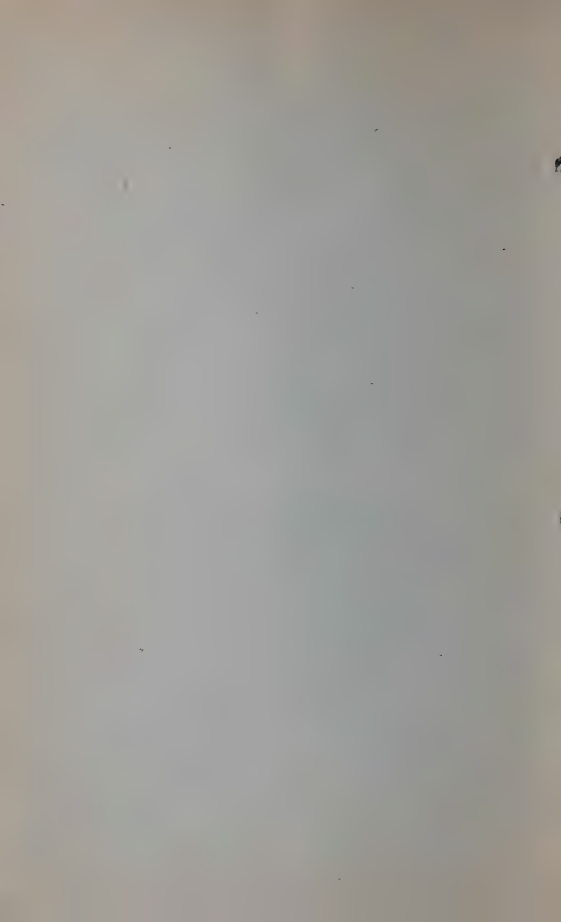
Sec. 7.—When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.

5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Sec. 8.—Which several motions shall have precedence in the order named herein.

Sec. 9.—A motion to fix the day or time to which the General Assembly shall adjourn, to adjourn and to take a recess shall always be in order.



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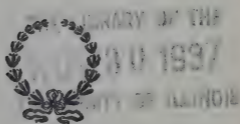


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Revised and Amended at the
12th Regular and 9th Biennial
Convention, Montreal, Quebec,
October First to Sixth, 1923



CONSTITUTION
OF
THE COMMERCIAL
TELEGRAPHERS UNION
OF AMERICA



Adopted at the First Regular Convention, held at New York, July 19, 1903, and Revised and Amended at St. Paul, 1904; Cincinnati, 1906; Milwaukee, 1907; Milwaukee, 1908; Chicago, 1910; Buffalo, 1912; Detroit, 1914; New York, 1916; Washington, 1918; Chicago, 1919; Toronto, 1921, and Montreal, Oct. 1-6, 1923.

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HISTORICAL

The Commercial Telegraphers Union of America is the result of an amalgamation in March, 1903, at Washington, D. C., of two organizations—The International Union of Commercial Telegraphers with headquarters at Chicago, and the Order of Commercial Telegraphers with headquarters at St. Louis, Mo.

The International Union of Commercial Telegraphers had its inception at Chicago in June, 1902, and held its first convention in Chicago in September of the same year.

The Order of Commercial Telegraphers was the outgrowth of the Brotherhood of Commercial Telegraphers, fostered by the Order of Railroad Telegraphers from 1897 until 1902. The International Union of Commercial Telegraphers and the Brotherhood of Commercial Telegraphers both applied to the American Federation of Labor for a charter in 1902. The American Federation of Labor at its New Orleans convention ordered a joint convention of the two organizations, which was held at Pittsburgh in December, 1902. The International Union of Commercial Telegraphers was not represented at this convention, and the Order of Commercial Telegraphers was formed, the officials of the Order of Railroad Telegraphers turning over the membership of the Brotherhood of Commercial Telegraphers into the new organization.

In March, 1903, representatives of both the International Union of Commercial Telegraphers and the Order of Commercial Telegraphers got together at Washington, D. C., and The Commercial Telegraphers Union of America was agreed upon as the title of the amalgamated organization, and the first convention was held at New York in July, 1903.

PREAMBLE

We, the COMMERCIAL TELEGRAPHERS OF AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who work at the trade of telegraphy, believe that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our objects:

To protect, maintain and advance trade interests and secure better conditions of employment;

To establish and uphold a fair and equitable rate of wages;

To give all moral and material aid in our power to our members and those dependent upon them;

To distinguish the work performed by members of the Union and make it preferred;

To discourage the indiscriminate teaching of telegraphy.

Therefore, we deem it compatible with individual rights to establish laws for the government of our Union, and we adopt and promulgate the following constitution:

CONSTITUTION OF THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA

ARTICLE I

Name

Section 1.—This organization shall be known as THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA.

ARTICLE II

Jurisdiction

Section 1.—Its jurisdiction shall embrace all branches of the telegraph service except the railroad.

ARTICLE III

Eligibility to Membership

Section 1.—Any white person of good moral character, who is over 16 years of age, and is actually employed as a commercial telegrapher, or as an operative connected with an automatic telegraph machine, and maintenance of lines, bookkeeper or clerk in the commercial telegraph service, or in the operation of a telephone, shall be eligible to membership: Provided, any commercial telegrapher, although not actually so employed is eligible to membership.

ARTICLE IV**How Composed**

Section 1.—This' organization shall be composed of subordinate units known as system divisions, broker divisions, such other private wire divisions as may be found necessary to conform to this Union's principles of complete autonomy for the various branches of the Commercial Telegraph, and District Councils, all acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V**General Assembly**

Section 1.—The supreme authority in the Union shall be vested in the General Assembly; it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. In it alone is vested power to establish subordinate units and there is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article XXXIV.

Sec. 2.—The General Assembly shall be composed of the International Officers, the General Executive Board and duly accredited delegates from the subordinate units elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

Sec. 3.—It shall divide the territory under the jurisdiction of the General Assembly into districts which may be assigned to subordinate units.

ARTICLE VI**Sessions**

Section 1.—The General Assembly shall convene in regular session on the second Monday in September, biennially at 10 o'clock a. m., in such city as may be determined by the previous session.

Sec. 2.—Special sessions may be called at any time that the interests of the Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request

of not less than five subordinate units, representing fifty-one per cent of the membership of the Union. 'Thirty days' notice of said special convention shall be given all subordinate units.

Sec. 3.—The officers of the General Assembly, all Past International Presidents who have remained in continuous good standing since leaving the office of President and members of the General Executive Board shall be delegates at large and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by subordinate units or individual members.

Sec. 4.—Delegates at large shall not be eligible to election as delegates from subordinate units. Matters submitted to the biennial convention by subordinate units or members either directly or through delegates at large must be addressed to the General Assembly and not to a Committee thereof, and units or members shall supply three copies of all matter so submitted.

Sec. 5.—When the roll of delegates-elect of subordinate units in good standing and entitled to representation is read by the International Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 6.—Only members of the Union in good standing for one year or more shall be eligible to office, provided that none of the International Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 7.—The first business of the General Assembly shall be to nominate and elect by ballots, by a plurality vote, a committee of three, whose duty it shall be to immediately examine into the regularity of the election and credentials of the delegates and the right and title of subordinate units to representation in the General Assembly.

ARTICLE VII

Representation

Section 1.—Each subordinate unit, except District Councils, chartered at least ninety days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each

one hundred members or major fraction thereof. Each delegate or alternate must be a member of the Union in good standing for at least one year directly previous to the convening of the General Assembly.

Sec. 2.—District Councils with fifteen or more members directly attached thereto, and who do not come under the jurisdiction of any other subordinate unit, shall be entitled to representation on such membership on the same basis as other subordinate units.

Sec. 3.—The basis of representation shall be computed on the membership of the subordinate unit in good standing at the end of the dues period immediately preceding the session of the General Assembly. The end of dues paying periods are June 30 and December 31.

Sec. 4.—No subordinate unit shall be entitled to representation in the General Assembly which is indebted to the General Assembly or which shall fail to file annual reports, provided that this section may be suspended and the delegates of any subordinate unit be admitted if two-thirds of the members present vote in favor thereof.

Sec. 5.—Delegates to the General Assembly must be members of the Union in good standing for at least one year directly previous to the convening of the General Assembly and must be members of the subordinate unit which they represent, provided that any member shall be eligible as a delegate or alternate from a newly organized subordinate unit ninety days after admission to the subordinate unit.

Sec. 6.—The prima facie evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the International President and International Secretary-Treasurer of the Union.

ARTICLE VIII

Section 1.—All amendments, resolutions and communications submitted to the General Assembly shall be read, filed with the International Secretary-Treasurer for arrangement according to article and section number, and taken up seriatim by the convention.

ARTICLE IX**Rules of Order**

Section 1.—Roberts' Rules of Order shall govern the deliberations of THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA unless otherwise provided.

ARTICLE X**Seal**

Section 1.—The official seal of the General Assembly shall be circular in form and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all official documents, circulars and papers emanating from the General Assembly and its executive officers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI**Officers of the General Assembly**

Section 1.—The Officers of the General Assembly shall be:

An International President.

An International Vice-President.

An International Secretary-Treasurer.

A General Executive Board, consisting of five members, no two of whom shall be located in the same state or province.

A Committee on Organization and Legislation consisting of three members.

Sec. 2.—Officers of the General Assembly shall be amenable only to the General Executive Board during their terms of office.

Sec. 3.—The Officers of the General Assembly shall be elected by a majority vote at the biennial session of the General Assembly, or at any special session of it, if deemed wise, and shall serve until their successors are duly elected.

Sec. 4.—In case of the death, resignation, removal or suspension of the International President, the vacancy shall be filled by the General Executive Board.

Sec. 5.—In case of the death, resignation, removal or suspension of the International Secretary-Treasurer the vacancy shall be filled by the General Executive Board. The General Executive Board shall im-

mediately elect a sub-committee of the Board to convene at International headquarters of the Union and audit the accounts of the former International Secretary-Treasurer and transfer the funds to his successor who shall then have authority to disburse them in accordance with the laws of the organization. The General Executive Board shall have the power to fill the vacancies of the Vice-President if deemed necessary.

ARTICLE XII

International President, Duties of

Section 1.—The International President shall devote his entire time to the Union, and it shall be his duty to preside at all sessions of the General Assembly, and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of the Union and shall call to account any member of the Union or any subordinate unit violating the same.

Sec. 3.—He shall pass upon and approve or reject, subject to appeal to the General Executive Board, all applications for charters for the establishment of subordinate units when received from the International Secretary-Treasurer, properly endorsed by him, and the International President shall have power to suspend the same for cause, by and with the consent of the General Executive Board.

Sec. 4.—He shall pass upon and approve or reject the by-laws of subordinate units, and such by-laws shall not be effective until approved by the President.

Sec. 5.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts. A Deputy President shall receive only such salary, expenses or compensation as the General Executive Board may determine.

Sec. 6.—He may, with the consent of the General Executive Board, suspend from office any officer of a subordinate unit, but such suspension shall not deprive such officer of any of his rights as a member of the Union.

Sec. 7.—He shall devote as much of his time as possible to organizing. He may appoint and employ organizers at such salaries as the General Executive Board may determine.

Sec. 8.—Upon receiving an official statement of a grievance from a General or District Chairman, or Board of Adjustment, the International President shall, in conjunction with the proper committee, renew all honorable methods to effect an amicable and satisfactory adjustment. Failing in this, the International President and the General or District Committee, or Board of Adjustment shall have authority to order a strike; Provided, that such action is agreed upon by two-thirds of the committee interested. In the event of a strike, the International President shall be the recognized leader and shall have authority to command the entire resources of the Reserve Fund. The agency hereinbefore authorized to sanction a strike shall also have the authority to declare a strike at an end.

Sec. 9.—The International President shall have authority to appropriate such moneys from the Reserve Fund for legal advice and other expenses as in his judgment may be necessary for the successful prosecution of a strike.

Sec. 10.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may demand concerning matters pertaining to the affairs of the Union.

Sec. 11.—He shall give a bond satisfactory to the General Executive Board, which shall be held in trust by it, and at the end of his term of office he shall make a full and complete report to the General Assembly of all his official acts, together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 12.—He shall employ the clerical help necessary to conduct the business of his office and upon approval of the General Executive Board shall pay such salaries as will not conflict with the Union scale for such employes.

Sec. 13.—When absent from headquarters in the interest of the Union, he shall receive reasonable traveling and living expenses, payable upon the approval of expense account.

ARTICLE XIII**International Vice-President, Duties Of**

Section 1.—An International Vice-President shall be nominated and elected as provided in this Constitution, and shall hold office until his successor is duly elected and qualified.

Sec. 2.—The Vice-President shall devote his entire time, under the direction of the International President, to the interests of the Union within the Dominion of Canada.

ARTICLE XIV**International Secretary-Treasurer, Duties Of**

Section 1.—It shall be the duty of the International Secretary-Treasurer to keep an accurate record of the proceedings and transactions of the biennial and all special conventions, to preserve the records and papers of the Union, and perform such other duties as may be designated by the Constitution.

Sec. 1a.—He shall in all respects perform the duties of the International President in his absence or when incapacitated.

Sec. 2.—He shall receive all moneys due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the official organ at all times.

Sec. 3.—He shall receive all applications for charters to establish subordinate units, and when accompanied by the required fee he shall forward such application to the International President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all subordinate units, with the dates of their organization, their time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General Assembly, and shall provide himself with all the

books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of subordinate units and notification of the election of Delegates and Alternates he shall immediately mail to each delegate-elect a certificate bearing his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and upon approval of the General Executive Board shall pay such salaries as will not conflict with the Union scale for such employes.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions and shall furnish the Committee on Credentials with all desired information.

Sec. 10.—He shall furnish a bond satisfactory to the General Executive Board indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion, said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official reports, credentials, seals, books, report blanks, stationery and supplies, with constitutions and laws and other matter ordered by the subordinate units, the International Officers or General Executive Board, to be printed and kept in stock, and shall be the custodian thereof, and shall furnish the same upon requisition. Receipts for dues issued to members by secretaries of subordinate units shall only be written on the form supplied by the International Secretary-Treasurer.

Sec. 12.—He shall furnish semi-annual membership cards, such cards to be issued direct to the members by the International Secretary-Treasurer upon receipt of reports accompanied by full remit-

tances from the Secretary-Treasurer of a subordinate unit.

He shall also provide a suitable annual card for members desirous to pay dues in advance for such period, and specific Annuals shall be provided to meet the needs of certain branches of the Wireless membership.

Cards to be of uniform make, design and lettering, and bear the emblem of the Union, the date upon which the member was last initiated, and fac-simile signatures of the International President and International Secretary-Treasurer.

Sec. 13.—He shall make a charge of \$1.00 for all duplicate cards furnished.

Sec. 14.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 15.—He shall devote his entire time to the interests of the Union, and shall receive as compensation for his service a salary to be fixed by resolution at the biennial convention.

Sec. 16.—When absent from his headquarters in the interest of the Union he shall receive reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 17.—At each regular session of the General Assembly he shall render a full and complete report of all of his official acts and an accurate and comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities.

ARTICLE XV

General Executive Board, Duties Of

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be located in the same state or province.

Sec. 2.—It shall fill any vacancies of general officers until the next session of the General Assembly.

Sec. 3.—It shall have appellate jurisdiction when the biennial convention is not in session, and its deci-

sion shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least five days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the International Secretary-Treasurer, with the assistance of a bonded expert accountant, and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the International Secretary-Treasurer to be audited by a bonded expert accountant each six months or oftener, in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employes of the General Assembly.

Sec. 7.—Should any officer of the General Assembly fail or refuse to perform the duties prescribed by the constitution it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal.

Sec. 8.—Should charges be preferred against any officer of the General Assembly the Board shall have full authority and power to investigate such charges and may take summary action in any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the subordinate unit of which he is a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Executive Board shall be custodian of the bonds of the International officers.

ARTICLE XVI**Duties of Committee on Organization and Legislation**

Section 1.—It shall be the duty of the Committee on Organization and Legislation to aid and assist the International officers in promoting the organization of unorganized telegraph workers throughout the jurisdiction of the C. T. U. A. by such means as are at their command, and to act as official representatives of the General Assembly in promoting legislation that may be beneficial to the members of this Union and to organized labor. The International President shall be by virtue of his office a member of this committee.

ARTICLE XVII**Letterheads**

The names of all International Officers, including those of the International General Executive Board, shall appear upon all letterheads in use at International Headquarters, and the International Secretary-Treasurer shall supply all International Officers with such stationery and postage as may be necessary in the performance of their official duties.

ARTICLE XVIII**General Assembly Revenue**

Section 1.—The revenue of the General Assembly shall be derived as follows:

- a. One dollar of each initiation fee.
- b. Four dollars of semi-annual dues from Morse, Automatic, Wireless and Lineman members; and, two dollars and fifty cents of semi-annual dues from clerk members.
- c. Three dollars of annual dues from Associate members.
- d. All profits on sales of supplies to the subordinate units.
- e. Special assessments levied by the General Executive Board.

Sec 2.—The General Assembly proportion of semi-annual dues shall be apportioned as follows:

From Morse, Automatic, Wireless and Linemen: Two dollars and twenty-five cents to General Fund, 75 cents to Reserve Fund, 75 cents to the Journal

Fund, and 25 cents to the Funeral Benefit Department.

From Clerks: One dollar and twenty-five cents to the General Fund, 50 cents to the Reserve Fund, 50 cents to the Journal Fund, and 25 cents to the Funeral Benefit Department.

From Associates: Seventy-five cents to the General Fund, 50 cents to the Journal Fund, and 25 cents to the Funeral Benefit Department.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—The Reserve Fund shall be used for no other than the purposes set forth elsewhere in the constitution.

Sec. 5.—The Journal Fund shall be credited to and used in publishing the official organ.

Sec. 6.—All moneys received and for which there is no provision made shall be credited to the General Fund.

Sec. 7.—The International President, with the consent of the General Executive Board, shall have the authority to put into effect such special initiation and dues rates as in his judgment will serve the interests of the Union in any locality provided that such special rate or rates shall not affect any member of sub-unit working under a schedule.

ARTICLE XIX

Salaries

Section 1.—The salaries of the International President, International Vice-President and International Secretary-Treasurer shall be fixed by resolution at the biennial convention.

Sec. 2.—Members of the General Executive Board and delegates to the annual convention of the American Federation of Labor shall be paid ten dollars per diem and actual expenses while engaged in the business of the Union.

ARTICLE XX

Official Journal

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS JOURNAL," published monthly under the management and editorship of the International Sec-

retary-Treasurer, and the policy of the several departments shall be in accord with that of the International President.

Sec. 2.—There shall be maintained in the Journal departments of an editorial and literary character calculated to promote the general welfare of the Union and the moral and intellectual character of its members. A liberal open forum, bearing upon the labor question, shall be maintained. Also notice of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The International Secretary-Treasurer shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it shall be mailed regularly to him, provided that the subscription price of two dollars per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal shall be under the direction of the International Secretary-Treasurer.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of the Union and the proceeds derived from its publication after all expenses have been paid shall revert to the General Fund of the Union.

Sec. 7.—The cost of The Journal shall not be permitted to exceed the regular per capita subscription without the consent of the General Executive Board.

Sec. 8.—No subordinate unit or member thereof shall issue any paper, journal or magazine representing THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA, or any portion of the membership of the same.

Sec. 9.—Except in case of subordinate units addressing their own members, no subordinate unit nor any member or members of the Union shall issue any circular or petition to subordinate units, or members of the Union without the same being first approved by the International President, and a cer-

tificate of approval shall be attached to and accompany the circular or petition: Provided, this does not apply to action under Article XXXIV of the Constitution.

Sec. 10.—The International Secretary-Treasurer shall make a separate biennial report to the General Assembly of the revenues and expenditures of The Commercial Telegraphers Journal, as well as a report to the biennial convention.

ARTICLE XXI

Charges, Trials and Appeals

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers Union of America. Such charges must be made in writing and must be filed with the Chairman of the General Executive Board.

Sec. 2.—The Chairman shall at once notify the accused, furnishing him with a copy of the charges, and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall be subject to the action of the next convention, but shall be final in the interim.

Sec. 3.—In any case where witnesses are located in remote places, or if they are unable to appear before the Board, the testimony may be taken in writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 4.—When such procedure is necessary notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XXII

Delegates to the American Federation of Labor

Section 1.—The International President shall be ex-officio, the first delegate to the A. F. of L. Convention and the other delegates and alternates shall be elected at the biennial convention.

LAWS GOVERNING SUBORDINATE UNITS

ARTICLE XXIII

How Formed

Section 1.—Fifteen or more persons eligible to membership in any district provided for under Art. V, Sec. 3 of the Constitution may, with the approval of the International President and International Secretary-Treasurer, organize themselves into a subordinate unit as provided for in Art. IV, Sec. 1.

Officers

Sec. 2.—The officers of System Divisions or such other divisions as may be established shall consist of a General Chairman, a General Secretary-Treasurer, a General Committee, composed of one Chairman for each district or circuit, and such other officers as the division may deem necessary, provided: where the territory assigned to a subordinate unit is divided into less than three or more than five districts or circuits, the General Committee may be provided for in the by-laws to meet existing conditions.

Sec. 2a.—The Chief Executive of a broker division may be called "President" if so desired by such division.

Officers, Duties Of

Sec. 3.—It shall be the duty of the General Chairman or President to preside at all meetings of the General Committee, preserve order therein, decide all questions of order, subject to appeal to the General Committee, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—It shall be the duty of the District or Circuit Chairman to preside at all meetings of the district, preserve order therein, decide upon all questions of order subject to appeal to the members pres-

ent, and to perform such other duties as this constitution or the General Chairman acting under the Division's by-laws may direct.

Sec. 5.—It shall be the duty of the General Secretary-Treasurer to keep a true record of the proceedings of the Division, conduct the correspondence of the Division, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the International Secretary-Treasurer. He shall receive all funds of the Division from whatsoever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the International Secretary-Treasurer); have charge of and hold in trust the seal and all books, papers and moneys, keeping a just and true account thereof. He shall deposit the funds of the Division from time to time in such bank or trust company and in such a manner as the Division may decide. He shall pay all orders drawn by the General Chairman or President, by order of the Division, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, suspended, expelled and deceased, with date and causes, together with a true statement of the funds received and disbursed. He shall render a report to the International Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initiation fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other properties of the Division in his possession.

Audits

Sec. 6.—The General Chairman or president and General Committee shall arrange for the auditing of the accounts of the General Secretary-Treasurer either by committee or by a chartered or certified accountant, whenever a change in the office occurs, and also during the months of December and June each year for the preceding period. Such committee or accountant shall also verify the bank balance

on deposit. The auditors named above shall report their findings in writing to the membership. The General Chairman or president shall attest the copy of the auditor's report and immediately forward same to the International Secretary-Treasurer.

The International Secretary-Treasurer shall have authority at any time to examine the books of any subordinate unit in person or by deputy.

General Committees, Duties Of

Sec. 7.—The General Committee shall, in addition to the duties hereinbefore provided, perform such other duties as the subordinate unit may determine.

District and Division Committees, Duties Of

Sec. 8.—In the districts outlined by the General Assembly and assigned to a subordinate unit a District Committee shall be elected to serve as a Grievance Committee for the members under its jurisdiction.

(a) Where the District Committee so elected represents the employes of one corporation whose territory is divided into divisions and subdivided into districts or a similar form of organization, the chairmen of the various District Committees in the same division shall form the Division Committee.

(b) The members of a Division Committee so formed may provide for the election of a General Committee to meet conditions.

(c) The District Committee shall have jurisdiction over all grievances which may arise in its territory.

(d) The Division Committee shall have jurisdiction over all grievances which may arise in its territory affecting two or more districts and any grievances which may be referred to it affecting its Division.

Election of Officers

Sec. 9.—The officers of the subordinate unit shall be annually elected by ballot at the first regular meeting of the subordinate unit in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected not less than thirty days prior to the convention. Vacancies shall be filled as the subordinate unit may determine.

Delegates to the biennial convention shall have at least four (4) union labels on their persons, when possible to obtain them, before being seated in such convention.

Sec. 10.—The International President may upon request from a subordinate unit issue a dispensation to that subordinate unit to hold its election and installation upon date that will not conflict with negotiations.

Subordinate Units, Powers Of

Sec. 11.—Subordinate units shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, all rights of appeal to the General Executive Board and the biennial convention being reserved.

Revenue

Sec. 12.—The revenue of subordinate units shall be derived as follows:

a. Initiation fee of not less than two dollars per member.

b. Dues of not less than six dollars per year for Clerk members, and dues of not less than eleven dollars per year for Morse, Automatic, Wireless and Lineman members. All dues to be paid either semi-annually or annually in advance.

c. Such assessments as may be levied by the subordinate unit.

Seal

Sec. 13.—Each subordinate unit shall be provided with a seal by the International Secretary-Treasurer with the name and number of the subordinate unit and the words: "THE COMMERCIAL TELEGRAPHERS UNION OF AMERICA," on the margin, and all official papers emanating from the subordinate unit shall bear an impression of its seal.

By-Laws

Sec. 14.—Subordinate units may enact such by-laws as may be necessary and which do not conflict with the constitution, subject to the approval of the International President.

Initiations

Sec. 15.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of the Union.

Sec. 16.—Any duly accredited organizer may, where no subordinate unit exists, obligate and initiate applicants for membership, such applicants being assigned to the subordinate unit having jurisdiction.

ARTICLE XXIV

District Councils

Section 1.—District Councils may be formed upon approval of the International President by seven or more members in good standing of two or more subordinate units of the C. T. U. A. and who are located in the territory assigned to the Council, provided no two Councils shall have jurisdiction over the same territory.

Sec. 2.—Voting in the District Council shall be by units, and each subordinate unit affiliated with the Council shall be entitled to but one vote, irrespective of the number of members present at meetings.

Sec. 3.—The purpose of the District Council shall be to carry on social, fraternal and legislative purposes of the Union, and to assist various subordinate units in organizing and solidifying those who are eligible to membership in the Union; and for these purposes the Council may act concurrently with subordinate units.

Sec. 4.—Persons who are eligible to membership in the Union and employed in branches of the service over which no subordinate unit has jurisdiction shall carry their membership in the District Council.

Sec. 5.—Ex-telegraphers holding cards in the Association of Retired Telegraphers issued by the C. T. U. A. shall be attached to the District Council.

Sec. 6.—The authority to adjust grievances is vested solely in the subordinate units and the General Assembly of the Union. Therefore, no District Council shall be permitted to exercise such authority, but in conducting the business of the Council the laws as promulgated in Art. XXIII, Secs. 2, 3, 4, 5, 6, 7, 9 and 16 of the Constitution shall govern.

Sec. 7.—District Councils will be entitled to representation in the General Assembly only as provided in Art. VII, Secs. 1 and 2.

Sec. 8.—The revenue of the Council shall be derived as follows:

1. Through the per capita allowed by the various subordinate units.

2. The local per capita from members of the Retired Telegraphers.

3. Through the local proportion of the dues from members attached directly to the Council.

4. Through such other sources as may be devised by the Council and are not in conflict with the laws of the Union or the various subordinate units with which the Council holds jurisdiction.

Sec. 9.—Any members of the District Council are eligible for office within the Council.

District Council Officers

Sec. 10.—The officers of a District Council shall consist of a President, a Vice-President, a Secretary-Treasurer and such other officers as the District Council may deem necessary.

Sec. 11.—District Council officers shall be annually elected by ballot at the first regular meeting of the District Council in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected not less than thirty days prior to the convention. Vacancies shall be filled as the District Council may determine.

ARTICLE XXV

Charges

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A———, B———, do hereby charge C——— D———, a member of Division or District Council No. —, Commercial Telegraphers Union of America, with unbecoming conduct (or violation of his obligation, as the case may be), to-wit: In that the said C——— D——— did on or about the——— day of——— A. D., —— (here state the offense in brief and concise language.)

When the charge is for a continued time the specifications may read "and habitually since that time." Otherwise there must be a separate specification for each action.

The charge must be certified to, if preferred by a member, as follows: "I do hereby declare upon my honor as a member of The Commercial Telegraphers

Union of America, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member, they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When such charges are preferred against any member the President of the District Council or General Chairman of the Division shall delegate either the General Committee, District Committee or a Commissioner to take testimony that either party may offer in relation to the case. The committee shall immediately summon the accused to appear for trial giving him reasonable time, not to exceed ten days, to prepare his defense.

The plaintiff and the defendant may be represented by counsel but counsel representing either party must be members of the Union in good standing.

Sec. 3.—After taking all testimony offered the Committee shall determine the guilt or innocence of the accused and fix the penalty. Such penalty shall be subject to ratification at the first meeting of the division or district of which the defendant is a member.

The decision of the committee when ratified in open meeting shall be subject to appeal to the International President or the next convention, but shall be final in the interim.

Sec. 3a.—Press and Wireless Divisions may enact by-laws permitting the general officers to conduct all business by an initiative and referendum.

Sec. 4.—No expelled member shall be eligible for re-admission in less than one year from date of his expulsion.

ARTICLE XXVI

Charters

Section 1.—Charters shall be issued by the General Assembly, signed by the International President and the International Secretary-Treasurer, under the seal, to subordinate units properly organized with fifteen or more members, on payment of ten dollars fee, and shall be of such form as the International Secretary-Treasurer may determine, and such sum shall revert to the General Fund.

ARTICLE XXVII**Good Standing**

Section 1.—A member neglecting or refusing to pay dues in advance in full is not in good standing after a time limit set by the subordinate unit of which he is a member, in no case to be more than sixty days after the expiration of the previous semi-annual period.

Sec. 2.—A member delinquent in dues for a period of six months shall be dropped from the roll of the subordinate unit without further notice. A member not in good standing is not entitled to receive The Journal nor to vote in his subordinate unit, nor shall the Grievance Committee or similar body exercise itself in his behalf in case of grievance.

ARTICLE XXVIII**Annual Report**

Section 1.—All subordinate units shall file an annual report with the International Secretary-Treasurer within sixty days from the close of the fiscal year, December 31, giving such information regarding its membership and finances as may be required by the International Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A subordinate unit shall be deemed not in good standing when four months have elapsed since its last report to the International Secretary-Treasurer and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a subordinate unit which for any reason surrenders its charter or otherwise becomes defunct shall revert to the General Assembly and shall be held in trust until the end of the fiscal year, when such moneys shall be credited to the General Fund.

ARTICLE XXIX**Members, Duties Of**

Section 1.—It shall be the duty of all members to attend regularly the meetings of their subordinate units whenever possible.

Sec. 2.—Members shall render all assistance possible to fellow members in securing work.

Sec. 3.—It shall be the duty of all members to discourage the working of overtime and bonus, which tends to reduce the demand for telegraphers.

Sec. 4.—Where a member puts in full time for a company or firm, he shall not work for another company or firm without the consent of the subordinate unit of which he is a member. Upon being convicted of the first offense, he shall be suspended for thirty days, and on the second offense he shall be expelled from the Union.

ARTICLE XXX

Grievances

Section 1.—Any member considering that he has been unjustly dealt with by his employer or that he is otherwise aggrieved, shall report the same in writing at a meeting of the subordinate unit having jurisdiction, or to the proper officer of such subordinate unit, and if deemed a proper subject for investigation, the matter shall be considered, provided that if it be deemed wise by the authority referred to, the aggrieved party shall first present his case to the officials of the district in which he is employed, in their regular order, before the same is taken up by the committee.

If the authority to whom it is referred deems the grievance an improper one, and the member is dissatisfied with its decision, he may appeal to the International President.

Sec. 2.—The District Committee receiving a grievance shall carefully and impartially examine all matters pertaining to it, and proceed to adjust the same as soon as practicable thereafter on a basis of equity and justice, and every honorable method shall be exhausted in effecting an amicable and satisfactory adjustment of the difficulty.

Sec. 3.—In their efforts to adjust a grievance they shall present the same to the employer having jurisdiction, and then to the higher officials in their regular order; and after the highest official or member of the firm within their jurisdiction has been reached, in the event of their failure to satisfactorily adjust the same, it shall be referred to the Division Com-

mittee or the International President, together with all papers in the case and a full and complete statement of the proceedings of the Board or committee therein.

Sec. 4.—It shall be unlawful for members of this organization to present any proposed contract, set of rules or schedule to their employers unless a majority of the telegraphers affected thereby are members of the Union in good standing.

Sec. 5.—Any member or members inciting a strike or participating therein, except as provided in the laws of the Union, shall, upon conviction thereof, be expelled.

ARTICLE XXXI

Contracts

Section 1.—No subordinate unit shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the International President.

Sec. 2.—A District, Division or General Committee shall not be authorized to establish or regulate a schedule of wages affecting members other than it represents, and a copy of all contracts and agreements shall be forwarded to the International President by the Chairman without unnecessary delay. All grievances of a general character shall be regulated by the committee having jurisdiction. No contract or agreement shall be made whose provisions shall contravene the Constitution or the principles or teachings of the Union. Provided, no committee shall present a schedule, contract or agreement to their employers, nor attempt to secure its adoption, until it has first been approved by the International President.

ARTICLE XXXII

Supplies

Section 1.—Supplies shall be furnished to the subordinate units by the International Secretary-Treasurer, and each order must be accompanied by a remittance in full.

ARTICLE XXXIII**Transfers**

Section 1.—A member wishing to transfer to another subordinate unit to which he is eligible shall deposit his unexpired membership card with the Secretary of the subordinate unit he wishes to join, and if his membership be acceptable to such subordinate unit, the Secretary-Treasurer shall forward the unexpired card thus deposited to the International Secretary-Treasurer with his weekly increase and decrease report bearing the member's name.

Sec. 2.—A member employed in the jurisdiction of a subordinate unit shall be transferred to that subordinate unit within sixty days by the International Secretary-Treasurer.

Sec. 3.—Whenever a sufficient degree of mutuality of interest shall warrant, two or more divisional units representing 300 or more paid-up members may consolidate; provided such consolidation is approved by a two-thirds majority referendum vote of each division affected.

ARTICLE XXXIV**Amendments**

Section 1.—This Constitution may be amended by a majority vote in the biennial convention or between conventions it may be amended by the following form of initiative: Three or more subordinate units representing 300 or more paidup members may join in an amendment which shall be forwarded to the International Secretary-Treasurer, who shall furnish copies of said amendment to the President or General Chairman of each subordinate unit, and if two-thirds of the units in good standing voting favor the proposed amendment it shall become part of the Constitution.

Sec. 2.—All amendments submitted to subordinate units as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents or General Chairmen of subordinate units.

Sec. 3.—Proposed amendments to the Constitution to be submitted to the General Assembly may be filed with the International Secretary-Treasurer

sixty days prior to biennial convention sessions, by subordinate units for publication in the August and September issues of the official organ.

ARTICLE XXXV

Eligibility to Hold International Office

Section 1.—No member shall be eligible for election as an officer of the General Assembly unless he shall have been continuously in good standing for at least one year directly previous to the convening of the General Assembly.

Sec. 2.—Any member who fails to properly account for Union funds entrusted to his care or who misappropriates funds belonging to the Union shall not be eligible to hold any office within the Union or to represent it in any capacity.

FUNERAL BENEFIT BY-LAWS

ARTICLE I

Title and Government

Section 1.—This department shall be known under the name and title of the Funeral Benefit Department of the Commercial Telegraphers' Union of America, and shall be under the control and government of the General Assembly of the Commercial Telegraphers' Union of America.

ARTICLE II

Aim

Section 1.—Its aim is to assist in the defraying of the funeral expenses of deceased members of the Commercial Telegraphers' Union of America, such membership being defined by Article XXIII of the Constitution.

ARTICLE III

Amount of Benefits

Section 1.—Upon the death of a member who has been in continuous good standing upon the books of the subordinate unit and of the International Secretary-Treasurer for a period of not less than six months immediately preceding death, the following Funeral Benefits shall be paid:

- (a) After six months' membership, fifty dollars (\$50.00).
- (b) After three years' membership, seventy-five dollars (\$75.00).
- (c) After five years' membership, one hundred dollars (\$100.00).

Sec. 2.—Except as provided for in Article 7 of these by-laws, continuous good standing shall be computed as of the date stamped on face of semi-annual or annual C. T. U. A. cards.

Sec. 3.—All claims for Funeral Benefits must be accompanied by the certificate hereinafter provided, and must be forwarded to the International Secretary-Treasurer within sixty days from the date of death of the member.

ARTICLE IV**Officers, Duties Of**

Section 1.—The officers of this department shall consist of a Funeral Benefit Committee, a president and a secretary-treasurer. The Funeral Benefit Committee, which shall be the General Executive Board of the Union, shall be elected by the General Assembly. The International President of the Union shall be ex-officio the president; the International Secretary-Treasurer of the Union shall be ex-officio the secretary-treasurer.

Sec. 2.—The President shall be the executive head of the department.

Sec. 3.—The Secretary-Treasurer shall keep a true record of all the business of the department, a register of the members with the date of enrollment; receive and hold in trust all funds of the department and for each approved claim he shall as soon as possible after receipt of sworn certificate of death pay to the proper person or persons the amount due. He shall submit a correct report biennially, or oftener if required by the Funeral Benefit Committee, of business transacted by him, number of members and the condition of the department, and exhibit proper vouchers and receipts for all expenditures. His books shall at all times be subject to the inspection of the Insurance Committee or any person appointed by them.

ARTICLE V**Beneficiaries and Funeral Claims**

Section 1.—On the death of members in good standing their legal heirs shall be entitled to a Funeral Benefit, such as the member is entitled to at death as provided by the laws governing the Funeral Benefit Department.

Sec. 2.—Each member must designate some person or persons and their addresses to whom Funeral Benefit shall be paid in event of death, and the Secretary-Treasurer shall enter such designated name or names upon the register of the department.

Sec. 3.—Any member desiring to make change in the named beneficiary may do so with the consent of the department by the payment of fifty cents.

Sec. 4.—Funeral Benefits shall only be payable to the families, heirs, blood relations, affianced wife of, affianced husband of or to the persons dependent upon the member. Provided that in default of the above the Funeral Benefit Department may apply such a part of the Funeral Benefit to which the deceased member is entitled towards defraying his or her actual funeral expenses.

Sec. 5.—When death occurs the person entitled to receive the Funeral Benefit shall present to the subordinate unit or District Council, a sworn certificate from a physician, coroner, health officer, located where the death occurred, or ship captain in case of death at sea, certifying to cause of death and commencement and duration of illness which resulted in death, and if the same is approved by the subordinate unit, it shall be forwarded to the International Secretary-Treasurer by the subordinate unit Secretary-Treasurer without delay.

Sec. 6.—The subordinate unit, or District Council, Secretary-Treasurer, shall also forward to the International Secretary-Treasurer a certificate signed by the President or General Chairman and Secretary-Treasurer, which certificate shall certify the claim to be correct and approved by the subordinate unit. If upon examination of the books the International Secretary-Treasurer finds the claim a just one, he shall at once forward to the subordinate unit a check for the Funeral Benefit, payable to the person entitled to receive it, as designated on the beneficiary certificate furnished by the International Union.

Sec. 7.—No benefits shall be paid to any member or to the heirs of any member where the subordinate unit fails to comply with Sections 5 and 6, and the subordinate units shall be responsible to the Commercial Telegraphers' Union of America for any claims unjustly paid through the misrepresentation of the subordinate unit.

Sec. 8.—Upon receipt of a doubtful claim the International Secretary-Treasurer shall submit the same to the Funeral Benefit Committee, and if approved by them the amount due shall at once be forwarded by the International Secretary-Treasurer to the Secretary-Treasurer of the subordinate unit in check payable to the person entitled to receive it.

Sec. 9.—A subordinate unit, or District Council, shall not advance or loan money on any claim for funeral benefits, except it does so entirely at its risk.

Sec. 10.—No subordinate unit, or District Council, or individual member shall be permitted to negotiate with or purchase of any member of the Commercial Telegraphers' Union of America the transfer of any funeral benefit prior to the death of the member in benefit.

ARTICLE VI

Fraudulent Statements

Section 1.—Fraudulent or false statements made to procure membership shall be sufficient cause for the non-payment of any Funeral Benefit claim.

ARTICLE VII

Reinstatement

Section 1.—A delinquent member shall not be in benefit until after the expiration of sixty days from the date upon which his dues are received at International headquarters.

Sec. 2.—A member of a subordinate unit, or District Council, who has been suspended or expelled shall not be entitled to Funeral Benefit until ninety days after notice of reinstatement has been received by the Secretary-Treasurer of the Funeral Benefit Department.

ARTICLE VIII

Funds and Revenue

Section 1.—Commencing June 30, 1923, and thereafter, there shall be taken out of the General Fund semi-annual proportion of each member's dues the sum of twenty-five cents, which amount shall be added to the residue left over from the Mutual Benefit Department and deposited in the name of the Funeral Benefit Department of the Commercial Telegraphers' Union of America.

Sec. 2.—The Funeral Benefit Committee may with the approval of the General Executive Board of the C. T. U. A., increase the annual proportion of each member's dues if necessary for the conduct of the

Funeral Benefit Department, said proportion not to exceed seventy-five cents per annum.

Sec. 3.—No part of the funds of the Funeral Benefit Department of the Commercial Telegraphers' Union of America shall be paid out, loaned or diverted for any purpose whatsoever, except for the payment of approved death claims, printing and postage necessary to conduct of the Funeral Benefit Department.

ARTICLE IX

Date of Participation

Section 1.—On and after September 1, 1922, all members of the Commercial Telegraphers' Union of America who have been in good standing for a period of not less than six months prior thereto shall automatically be in benefit as provided in the laws of the Funeral Benefit Department.

ARTICLE X

Amendments

Section 1.—These laws can only be repealed, altered or amended in accordance with the provisions of Article XXXIV of the Constitution.

SPECIAL RULES OF ORDER

The following rules shall govern sessions of the General Assembly.

SESSIONS OF GENERAL ASSEMBLY

The daily sessions of the General Assembly shall be from 9:00 a. m. to 12:30 p. m., and from 2:00 p. m. to 5:30 p. m.

ORDER OF BUSINESS

1. Opening ceremony.
2. Roll call.
3. Reports of officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New business.
9. Election of officers.
10. Installation ceremony.
11. Closing ceremony.

INTRODUCTION OF BILLS, ETC.

Section 1.—Delegates introducing matter shall supply copies thereof to the International Secretary-Treasurer in triplicate, amendments to each section of an article to be on separate sheets.

All amendments, resolutions and communications shall be filed with the International Secretary-Treasurer, arranged in numerical order according to article and section, and placed directly before the convention.

ROLL CALL

Sec. 2.—The roll of general officers and delegates shall be called at the opening of each session of the General Assembly, and a correct record of the same kept, and those absent at roll call shall be shown in the proceedings of each day's session.

RECORDED VOTE

Sec. 3.—The roll shall be called and the vote of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegate.

LIMIT OF DEBATE

Sec. 4.—Any officer or delegate desiring to speak on a question before the General Assembly shall rise and address himself to the International President, giving his name, and if a delegate the number of his local, and on being recognized shall proceed, confining himself to the question under consideration, avoiding all personalities. No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard, nor for a longer period than *ten minutes* at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration, in which case he shall be allowed to close the debate.

AMENDMENTS

Sec. 5.—When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further amendments shall be in order except a substitute and one amendment to the substitute. No amendment shall be in order that has for its object the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION

Sec. 6.—If the previous question is moved the question shall be, "Shall the main question be now put" which shall be put to the General Assembly without debate. If carried by a majority vote, no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS

Sec. 7.—When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.
5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Sec. 8.—Which several motions shall have precedence in the order named herein.

Sec. 9.—A motion to fix the day or time to which the General Assembly shall adjourn, to adjourn and to take a recess shall always be in order.

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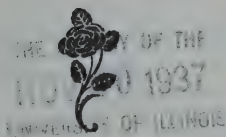
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Revised and Amended at the
14th Regular and 1st Triennial
Convention, Chicago, Illinois,
September 10th to 14th, 1928



CONSTITUTION
OF
THE COMMERCIAL
TELEGRAPHERS UNION
OF NORTH AMERICA



Adopted at the First Regular Convention, held at New York, July 19, 1903, and Revised and Amended at St. Paul, 1904; Cincinnati, 1906; Milwaukee, 1907; Milwaukee, 1908; Chicago, 1910; Buffalo, 1912; Detroit, 1914; New York, 1916; Washington, 1918; Chicago, 1919; Toronto, 1921; Montreal, 1923; Chicago, 1925, and Chicago, Sept. 10-14, 1928.

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HISTORICAL

The Commercial Telegraphers Union of America is the result of an amalgamation in March, 1903, at Washington, D. C., of two organizations—The International Union of Commercial Telegraphers with headquarters at Chicago, and the Order of Commercial Telegraphers with headquarters at St. Louis, Mo. The name was changed at Chicago in September, 1928, to read The Commercial Telegraphers' Union of North America.

The International Union of Commercial Telegraphers had its inception at Chicago in June, 1902, and held its first convention in Chicago in September of the same year.

The Order of Commercial Telegraphers was the outgrowth of the Brotherhood of Commercial Telegraphers, fostered by the Order of Railroad Telegraphers from 1897 until 1902. The International Union of Commercial Telegraphers and the Brotherhood of Commercial Telegraphers both applied to the American Federation of Labor for a charter in 1902. The American Federation of Labor at its New Orleans convention ordered a joint convention of the two organizations, which was held at Pittsburgh in December, 1902. The International Union of Commercial Telegraphers was not represented at this convention, and the Order of Commercial Telegraphers was formed, the officials of the Order of Railroad Telegraphers turning over the membership of the Brotherhood of Commercial Telegraphers into the new organization.

In March, 1903, representatives of both the International Union of Commercial Telegraphers and the Order of Commercial Telegraphers got together at Washington, D. C., and The Commercial Telegraphers Union of America was agreed upon as the title of the amalgamated organization, and the first convention was held at New York in July, 1903.

PREAMBLE

We, the COMMERCIAL TELEGRAPHERS OF NORTH AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who work at the trade of telegraphy, believe that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our objects:

To protect, maintain and advance trade interests and secure better conditions of employment;

To establish and uphold a fair and equitable rate of wages;

To give all moral and material aid in our power to our members and those dependent upon them;

To distinguish the work performed by members of the Union and make it preferred;

To discourage the indiscriminate teaching of telegraphy.

Therefore, we deem it compatible with individual rights to establish laws for the government of our Union, and we adopt and promulgate the following constitution:

**CONSTITUTION
OF
THE COMMERCIAL
TELEGRAPHERS UNION
OF NORTH AMERICA**

LAWS GOVERNING INTERNATIONAL

ARTICLE I

Name

Section 1.—This organization shall be known as THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA.

ARTICLE II

Jurisdiction

Section 1.—Its jurisdiction shall embrace all branches of the telegraph service except the railroad.

ARTICLE III

Eligibility to Membership

Section 1.—Any white person actually employed as a commercial telegrapher, or as an operative connected with an automatic telegraph machine, and maintenance of lines, or is employed as a bookkeeper, clerk or messenger in the commercial telegraph service, or in the operation of a telephone, shall be eligible to membership: Provided, any commercial telegrapher, although not actually so employed is eligible to membership.

ARTICLE IV**How Composed**

Section 1.—This organization shall be composed of subordinate units known as system divisions, broker divisions, such other private wire divisions as may be found necessary to conform to this Union's principles of complete autonomy for the various branches of the Commercial Telegraph, and District Councils, all acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V**General Assembly**

Section 1.—The supreme authority in the Union shall be vested in the General Assembly; it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. In it alone is vested power to establish subordinate units and there is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article XXXII.

Sec. 2.—The General Assembly shall be composed of the International Officers, the General Executive Board and duly accredited delegates from the subordinate units elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

Sec. 3.—It shall divide the territory under the jurisdiction of the General Assembly into districts which may be assigned to subordinate units.

ARTICLE VI**Sessions**

Section 1.—The General Assembly shall convene in regular session on the second Monday in September biennially at 10 o'clock a. m., in such city as the General Executive Board shall select from those cities nominated in regular convention, provided the convention city named shall be within reasonable distance of the center of membership.

Sec. 1a.—The General Executive Board shall announce the name of the next regular convention city through the medium of the Journal at least seven months prior to convening of said convention.

Sec. 2.—Special sessions may be called at any time that the interests of the Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request of not less than five subordinate units, representing fifty-one per cent of the membership of the Union. Sixty days' notice of said special convention shall be given all subordinate units.

Sec. 3.—The officers of the General Assembly, all Past International Presidents who have remained in continuous good standing since leaving the office of President and members of the General Executive Board shall be delegates at large and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by subordinate units or individual members.

Sec. 4.—Delegates at large shall not be eligible to election as delegates from subordinate units. Matters submitted to the biennial convention by subordinate units or members either directly or through delegates at large must be addressed to the General Assembly and not to a Committee thereof, and units or members shall supply three copies of all matter so submitted.

Sec. 5.—When the roll of delegates-elect of subordinate units in good standing and entitled to representation is read by the International Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 6.—Only members of the Union in good standing for one year or more shall be eligible to office, provided that none of the International Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 7.—The first business of the General Assembly shall be to nominate and elect by ballot, by a plurality vote, a committee of three, whose duty it shall be to immediately examine into the regularity of the election and credentials of the delegates and the

right and title of subordinate units to representation in the General Assembly.

ARTICLE VII

Representation

Section 1.—Each subordinate unit, except District Councils, chartered at least ninety days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each one hundred members or major fraction thereof. Each delegate or alternate must be a member of the Union in good standing for at least one year directly previous to the convening of the General Assembly.

Sec. 2.—District Councils with fifteen or more members directly attached thereto, and who do not come under the jurisdiction of any other subordinate unit, shall be entitled to representation on such membership on the same basis as other subordinate units.

Sec. 3.—The basis of representation shall be computed on the membership of the subordinate unit in good standing at the end of the dues period immediately preceding the session of the General Assembly. The end of dues paying periods are June 30 and December 31.

Sec. 4.—No subordinate unit shall be entitled to representation in the General Assembly which is indebted to the General Assembly or which shall fail to file annual reports, provided that this section may be suspended and the delegates of any subordinate unit be admitted if two-thirds of the members present vote in favor thereof.

Sec. 5.—Delegates to the General Assembly must be members of the Union in good standing for at least one year directly previous to the convening of the General Assembly and must be members of the subordinate unit which they represent, provided that any member shall be eligible as a delegate or alternate from a newly organized subordinate unit ninety days after admission to the subordinate unit.

Sec. 6.—The prima facie evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the International President and International Secretary-Treasurer of the Union.

ARTICLE VIII

Section 1.—All amendments, resolutions and communications submitted to the General Assembly shall be read, filed with the International Secretary-Treasurer for arrangement according to article and section number, and taken up seriatim by the convention.

ARTICLE IX**Rules of Order**

Section 1.—Roberts' Rules of Order shall govern the deliberations of THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA unless otherwise provided.

ARTICLE X**Seal**

Section 1.—The official seal of the General Assembly shall be circular in form and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all official documents, circulars and papers emanating from the General Assembly and its executive officers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI**Officers of the General Assembly**

Section 1.—The Officers of the General Assembly shall be:

An International President.

An International Secretary-Treasurer.

A General Executive Board, consisting of five members, no two of whom shall be located in the same state or province.

Sec. 2.—Officers of the General Assembly shall be amenable only to the General Executive Board during their terms of office.

Sec. 3.—The Officers of the General Assembly shall be elected by a majority vote at the biennial session of the General Assembly, or at any special session of it, if deemed wise, and shall serve until their successors are duly elected.

Sec. 4.—In case of the death, resignation, removal or suspension of the International President, the vacancy shall be filled by the General Executive Board.

Sec. 5.—In case of the death, resignation, removal or suspension of the International Secretary-Treasurer the vacancy shall be filled by the General Executive Board. The General Executive Board shall immediately elect a sub-committee of the Board to convene at International headquarters of the Union and audit the accounts of the former International Secretary-Treasurer and transfer the funds to his successor who shall then have authority to disburse them in accordance with the laws of the organization.

ARTICLE XII

International President, Duties of

Section 1.—The International President shall devote his entire time to the Union, and it shall be his duty to preside at all sessions of the General Assembly, and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of the Union and shall call to account any member of the Union or any subordinate unit violating the same.

Sec. 3.—He shall pass upon and approve or reject, subject to appeal to the General Executive Board, all applications for charters for the establishment of subordinate units when received from the International Secretary-Treasurer, properly endorsed by him, and the International President shall have power to suspend the same for cause, by and with the consent of the General Executive Board.

Sec. 4.—He shall pass upon and approve or reject the by-laws of subordinate units, and such by-laws shall not be effective until approved by the International President.

Sec. 5.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts. A Deputy President shall receive only such

salary, expenses or compensation as the General Executive Board may determine.

Sec. 6.—He may, with the consent of the General Executive Board, suspend from office any officer of a subordinate unit, but such suspension shall not deprive such officer of any of his rights as a member of the Union.

Sec. 7.—He shall devote as much of his time as possible to organizing. He may appoint and employ organizers at such salaries as the General Executive Board may determine.

Sec. 8.—Upon receiving an official statement of a grievance from a General or District Chairman, or Board of Adjustment, the International President shall, in conjunction with the proper committee, renew all honorable methods to effect an amicable and satisfactory adjustment. Failing in this, the International President and the General or District Committee, or Board of Adjustment shall have authority to order a strike; Provided, that such action is agreed upon by two-thirds of the committee interested. In the event of a strike, the International President shall be the recognized leader and shall have authority to command the entire resources of the Reserve Fund. The agency hereinbefore authorized to sanction a strike shall also have the authority to declare a strike at an end.

Sec. 9.—The International President shall have authority to appropriate such monies from the Reserve Fund for legal advice and other expenses as in his judgment may be necessary for the successful prosecution of a strike.

Sec. 10.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may demand concerning matters pertaining to the affairs of the Union.

Sec. 11.—He shall give a bond satisfactory to the General Executive Board, which shall be held in trust by it, and at the end of his term of office he shall make a full and complete report to the General Assembly of all his official acts, together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 12.—He shall employ the clerical help necessary to conduct the business of his office and upon approval of the General Executive Board shall pay such salaries as will not conflict with the Union scale for such employes.

Sec. 13.—When absent from headquarters in the interest of the Union, he shall receive reasonable traveling and living expenses, payable upon the approval of expense account.

ARTICLE XIII

International Secretary-Treasurer, Duties Of

Section 1.—It shall be the duty of the International Secretary-Treasurer to keep an accurate record of the proceedings and transactions of the biennial and all special conventions, to preserve the records and papers of the Union, and perform such other duties as may be designated by the Constitution.

Sec. 1a.—He shall in all respects perform the duties of the International President in his absence or when incapacitated.

Sec. 2.—He shall receive all monies due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the official organ at all times.

Sec. 3.—He shall receive all applications for charters to establish subordinate units, and when accompanied by the required fee he shall forward such application to the International President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all subordinate units, with the dates of their organization, their time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General

Assembly, and shall provide himself with all the books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of subordinate units and notification of the election of Delegates and Alternates he shall immediately mail to each delegate-elect a certificate bearing his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and upon approval of the General Executive Board shall pay such salaries as will not conflict with the Union scale for such employees.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions and shall furnish the Committee on Credentials with all desired information.

Sec. 10.—He shall furnish a bond satisfactory to the General Executive Board indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion, said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official reports, credentials, seals, books, report blanks, stationery and supplies, with constitutions and laws and other matter ordered by the subordinate units, the International Officers or General Executive Board, to be printed and kept in stock, and shall be the custodian thereof, and shall furnish the same upon requisition. Receipts for dues issued to members by secretaries of subordinate units shall only be written on the form supplied by the International Secretary-Treasurer.

Sec. 12.—He shall furnish semi-annual membership cards, such cards to be issued direct to the members by the International Secretary-Treasurer upon receipt of reports accompanied by full remittances from the Secretary-Treasurer of a subordinate unit.

He shall also provide a suitable annual card for members desiring to pay dues in advance for such period, and specific Annuals shall be provided to meet the needs of certain branches of the Wireless membership.

Cards shall be of uniform make, design and lettering; bear the emblem of the Union; the date upon which the member was last initiated, and fac-simile signatures of the International President and International Secretary-Treasurer.

Sec. 13.—He shall make a charge of \$1.00 for all duplicate cards furnished.

Sec. 14.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 15.—He shall devote his entire time to the interests of the Union, and shall receive as compensation for his service a salary to be fixed by resolution at the biennial convention.

Sec. 16.—When absent from his headquarters in the interest of the Union he shall receive reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 17.—At each regular session of the General Assembly he shall render a full and complete report of all of his official acts and an accurate and comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities.

Sec. 18.—He shall furnish or cause to be furnished, upon request, to the Secretary of any subordinate unit, a comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities. The number of members affiliated shall be included in the statement.

ARTICLE XIV**General Executive Board, Duties Of**

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be located in the same state or province.

Sec. 2.—It shall fill any vacancies of general officers until the next session of the General Assembly.

Sec. 3.—It shall have appellate jurisdiction when the biennial convention is not in session, and its decision shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least three days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the International Secretary-Treasurer, with the assistance of a bonded expert accountant, and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the International Secretary-Treasurer to be audited by a bonded expert accountant each six months or oftener, in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employes of the General Assembly.

Sec. 7.—Should any officer of the General Assembly fail or refuse to perform the duties prescribed by the constitution it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal.

Sec. 8.—Should charges be preferred against any officer of the General Assembly, the Board shall have full authority and power to investigate such charges and may take summary action in any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the subordinate unit of which he is a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Executive Board shall be custodian of the bonds of the International officers.

ARTICLE XV

Letterheads

Section 1.—The names of all International Officers, including those of the International General Executive Board, shall appear upon all letterheads in use at International Headquarters, and the International Secretary-Treasurer shall supply all International Officers with such stationery and postage as may be necessary in the performance of their official duties.

ARTICLE XVI

General Assembly Revenue

Section 1.—The revenue of the General Assembly shall be derived as follows:

- a. One dollar of each initiation fee.
- b. Two dollars and seventy-five cents of semi-annual dues from all members of subordinate units having within their jurisdiction any member receiving less than \$100 per month.
- c. Four dollars and fifty cents of semi-annual dues from all other members.
- d. Three dollars and fifty cents of annual dues from Associate members.
- e. All profits on sales of supplies to the subordinate units.
- f. Special assessments levied by the General Executive Board.

Sec 2.—The General Assembly proportion of semi-annual dues shall be apportioned as follows:

From all members of subordinate units having within their jurisdiction any member receiving less than \$100 per month: One dollar and twenty-five

cents to the General Fund, 50 cents to the Reserve Fund, 50 cents to the Journal Fund, and 50 cents to the Funeral Benefit Department.

From all other members: Two dollars and fifty cents to the General Fund, 75 cents to the Reserve Fund, 75 cents to the Journal Fund, and 50 cents to the Funeral Benefit Department.

From Associates: Seventy-five cents to the General Fund, 50 cents to the Journal Fund, and 50 cents to the Funeral Benefit Department.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—The Reserve Fund shall be used for no other than the purposes set forth elsewhere in the constitution.

Sec. 5.—The Journal Fund shall be credited to and used in publishing the official organ.

Sec. 6.—All monies received and for which there is no provision made shall be credited to the General Fund.

Sec. 7.—The International President, with the consent of the General Executive Board, shall have the authority to put into effect such special initiation and dues rates as in his judgment will serve the interests of the Union in any locality provided that such special rate or rates shall not affect any member of sub-unit working under a schedule.

ARTICLE XVII

Salaries

Section 1.—The salaries of the International President and International Secretary-Treasurer shall be fixed by resolution at the biennial convention.

Sec. 2.—Members of the General Executive Board and delegates to the annual convention of the American Federation of Labor shall be paid ten dollars per diem and actual expenses while engaged in the business of the Union.

ARTICLE XVIII

Official Journal

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS JOURNAL," published monthly under the management and editorship of the International Sec-

retary-Treasurer, and the policy of the several departments shall be in accord with that of the International President.

Sec. 2.—There shall be maintained in the Journal departments of an editorial and literary character calculated to promote the general welfare of the Union and the moral and intellectual character of its members. The Editor shall carry on a vigorous campaign of education along organization lines in the columns of the Journal. A liberal open forum, bearing upon the labor question, shall be maintained, as well as notices of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The International Secretary-Treasurer shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it shall be mailed regularly to him, provided that the subscription price of two dollars per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal shall be under the direction of the International Secretary-Treasurer.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of the Union and the proceeds derived from its publication after all expenses have been paid shall revert to the General Fund of the Union.

Sec. 7.—The cost of The Journal shall not be permitted to exceed the regular per capita subscription without the consent of the General Executive Board.

Sec. 8.—No subordinate unit or member thereof shall issue any paper, journal or magazine representing THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA, or any portion of the membership of the same.

Sec. 9.—Except in case of subordinate units addressing their own members, no subordinate unit nor any member or members of the Union shall issue

any circular or petition to subordinate units, or members of the Union without the same being first approved by the International President, and a certificate of approval shall be attached to and accompany the circular or petition: Provided, this does not apply to action under Article XXXII of the Constitution.

Sec. 10.—The International Secretary-Treasurer shall make a separate biennial report to the General Assembly of the revenues and expenditures of The Commercial Telegraphers Journal, as well as a report to the biennial convention.

ARTICLE XIX

Charges, Trials and Appeals

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers Union of North America. Such charges must be made in writing and must be filed with the Chairman of the General Executive Board.

Sec. 2.—The Chairman shall at once notify the accused, furnishing him with a copy of the charges, and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall be subject to the action of the next convention, but shall be final in the interim.

Sec. 3.—In any case where witnesses are located in remote places, or if they are unable to appear before the Board, the testimony may be taken in writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 4.—When such procedure is necessary notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XX

Delegates to the American Federation of Labor

Section 1.—The International President shall be ex-officio, the first delegate to the A. F. of L. Convention and the other delegates and alternates shall be elected at the biennial convention.

LAWS GOVERNING SUBORDINATE UNITS

ARTICLE XXI

How Formed

Section 1.—Fifteen or more persons eligible to membership in any district provided for under Art. V, Sec. 3 of the Constitution may, with the approval of the International President and International Secretary-Treasurer, organize themselves into a subordinate unit as provided for in Art. IV, Sec. 1.

Officers

Sec. 2.—The officers of System Divisions or such other divisions as may be established shall consist of a General Chairman, a General Secretary-Treasurer, a General Committee, composed of one Chairman for each district or circuit, and such other officers as the division may deem necessary, provided: where the territory assigned to a subordinate unit is divided into less than three or more than five districts or circuits, the General Committee may be provided for in the by-laws to meet existing conditions.

Sec. 2a.—The Chief Executive of a broker division may be called "President" if so desired by such division.

Officers, Duties Of

Sec. 3.—It shall be the duty of the General Chairman or President to preside at all meetings of the General Committee, preserve order therein, decide all questions of order, subject to appeal to the General Committee, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—It shall be the duty of the District or Circuit Chairman to preside at all meetings of the district, preserve order therein, decide upon all ques-

tions of order subject to appeal to the members present, and to perform such other duties as this constitution or the General Chairman acting under the Division's by-laws may direct.

Sec. 5.—It shall be the duty of the General Secretary-Treasurer to keep a true record of the proceedings of the Division, conduct the correspondence of the Division, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the International Secretary-Treasurer. He shall receive all funds of the Division from whatsoever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the International Secretary-Treasurer); have charge of and hold in trust the seal and all books, papers and monies, keeping a just and true account thereof. He shall deposit the funds of the Division from time to time in such bank or trust company and in such a manner as the Division may decide. He shall pay all orders drawn by the General Chairman or President, by order of the Division, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, suspended, expelled and deceased, with date and causes, together with a true statement of the funds received and disbursed. He shall render a report to the International Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initiation fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other properties of the Division in his possession.

Audits

Sec. 6.—The General Chairman or President and General Committee shall arrange for the auditing of the accounts of the General Secretary-Treasurer either by committee or by a chartered or certified accountant, whenever a change in the office occurs, and also during the months of December and June each year for the preceding period. Such commit-

tee or accountant shall also verify the bank balance on deposit. The auditors named above shall report their findings in writing to the membership. The General Chairman or President shall attest the copy of the auditor's report and immediately forward same to the International Secretary-Treasurer.

The International Secretary-Treasurer shall have authority at any time to examine the books of any subordinate unit in person or by deputy.

General Committee, Duties Of

Sec. 7.—The General Committee shall, in addition to the duties hereinbefore provided, perform such other duties as the subordinate unit may determine.

District and Division Committees, Duties Of

Sec. 8.—In the districts outlined by the General Assembly and assigned to a subordinate unit a District Committee shall be elected to serve as a Grievance Committee for the members under its jurisdiction.

(a) Where the District Committee so elected represents the employes of one corporation whose territory is divided into divisions and subdivided into districts or a similar form of organization, the chairmen of the various District Committees in the same division shall form the Division Committee.

(b) The members of a Division Committee so formed may provide for the election of a General Committee to meet conditions.

(c) The District Committee shall have jurisdiction over all grievances which may arise in its territory.

(d) The Division Committee shall have jurisdiction over all grievances which may arise in its territory affecting two or more districts and any grievances which may be referred to it affecting its Division.

Election of Officers

Sec. 9.—The officers of the subordinate unit shall be annually elected by ballot at the first regular meeting of the subordinate unit in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected not less

than thirty days prior to the convention. Vacancies shall be filled as the subordinate unit may determine. Delegates to the biennial convention shall have at least four (4) union labels on their persons, when possible to obtain them, before being seated in such convention.

Sec. 10.—The International President may upon request from a subordinate unit issue a dispensation to that subordinate unit to hold its election and installation upon a date that will not conflict with negotiations.

Subordinate Units, Powers Of

Sec. 11.—Subordinate units shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, all rights of appeal to the International President, General Executive Board and the succeeding session of the General Assembly convention being reserved; provided, in no case shall a member appeal to civil courts for redress until he has exhausted his rights of appeal under the Constitution of the Union. Notice of intention to appeal shall be filed within ten days after the action complained of is taken.

Revenue

Sec. 12.—The revenue of subordinate units shall be derived as follows:

a. Initiation fee of not less than two dollars per member.

b. Dues of not less than six dollars per year for members of subordinate units having within their jurisdiction any member receiving less than \$100 per month, and dues of not less than eighteen dollars per year for all other members. All dues to be paid either semi-annually or annually in advance.

c. Such assessments as may be levied by the subordinate unit.

Seal

Sec. 13.—Each subordinate unit shall be provided with a seal by the International Secretary-Treasurer with the name and number of the subordinate unit and the words: "THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA," on the margin, and all official papers emanating from the subordinate unit shall bear an impression of its seal.

By-Laws

Sec. 14.—Subordinate units may enact such by-laws as may be necessary and which do not conflict with the constitution, subject to the approval of the International President.

Initiations

Sec. 15.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of the Union.

Sec. 16.—Any duly accredited organizer may, where no subordinate unit exists, obligate and initiate applicants for membership, such applicants being assigned to the subordinate unit having jurisdiction.

ARTICLE XXII

District Councils

Section 1.—District Councils may be formed upon approval of the International President by seven or more members in good standing of two or more subordinate units of the C. T. U. N. A. and who are located in the territory assigned to the Council, provided no two Councils shall have jurisdiction over the same territory.

Sec. 2.—Voting in the District Council shall be by units, and each subordinate unit affiliated with the Council shall be entitled to but one vote, irrespective of the number of members present at meetings.

Sec. 3.—The purpose of the District Council shall be to carry on social, fraternal and legislative purposes of the Union, and to assist various subordinate units in organizing and solidifying those who are eligible to membership in the Union; and for these purposes the Council may act concurrently with subordinate units.

Sec. 4.—Persons who are eligible to membership in the Union and employed in branches of the service over which no subordinate unit has jurisdiction shall carry their membership in the District Council.

Sec. 5.—Ex-telegraphers holding cards in the Retired Telegraphers' Association issued by the C. T. U. N. A. shall be attached to the District Council.

Sec. 6.—The authority to adjust grievances is vested solely in the subordinate units and the General Assembly of the Union. Therefore, no District

Council shall be permitted to exercise such authority, but in conducting the business of the Council the laws as promulgated in Art. XXI, Secs. 2, 3, 4, 5, 6, 7, 9 and 16 of the Constitution shall govern.

Sec. 7.—District Councils will be entitled to representation in the General Assembly only as provided in Art. VII, Secs. 1 and 2.

Sec. 8.—The revenue of the Council shall be derived as follows:

1. Through the per capita allowed by the various subordinate units.

2. The local per capita from members of the Retired Telegraphers' Association.

3. Through the local proportion of the dues from members attached directly to the Council.

4. Through such other sources as may be devised by the Council and are not in conflict with the laws of the Union or the various subordinate units with which the Council holds jurisdiction.

Sec. 9.—Any members of the District Council are eligible for office within the Council.

District Council Officers

Sec. 10.—The officers of a District Council shall consist of a President, a Vice-President, a Secretary-Treasurer and such other officers as the District Council may deem necessary.

Sec. 11.—District Council officers shall be annually elected by ballot at the first regular meeting of the District Council in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected not less than thirty days prior to the convention. Vacancies shall be filled as the District Council may determine.

ARTICLE XXIII

Charges

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A———, B———, do hereby charge C——— D———, a member of Division or District Council No. —, Commercial Telegraphers Union of North America, with unbecoming conduct (or violation of

his obligation, as the case may be), to-wit: In that the said C——— D——— did on or about the ——day of———, A. D., —— (here state the offense in brief and concise language.)

When the charge is for a continued time the specifications may read "and habitually since that time." Otherwise there must be a separate specification for each action.

The charge must be certified to, if preferred by a member, as follows: "I do hereby declare upon my honor as a member of The Commercial Telegraphers Union of North America, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member, they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When such charges are preferred against any member the President of the District Council or General Chairman of the Division shall within ten days mail a copy of such charges to the accused member. The President or General Chairman shall delegate either the General Committee, District Committee or a Commissioner to take testimony that either party may offer in relation to the case. The committee shall immediately summon the accused to appear for trial giving him reasonable time, not to exceed thirty days, to prepare his defense.

The plaintiff and the defendant may be represented by counsel but counsel representing either party must be members of the Union in good standing.

Sec. 3.—After taking all testimony offered the Committee shall determine the guilt or innocence of the accused and fix the penalty. Such penalty shall be subject to ratification at the first meeting of the division or district of which the defendant is a member.

The decision of the committee when ratified in open meeting shall be subject to appeal to the International President or the next convention, but shall be final in the interim.

Sec. 3a.—Press and Wireless Divisions may enact by-laws permitting the general officers to conduct all business by an initiative and referendum.

Sec. 4.—No expelled member shall be eligible for re-admission in less than one year from date of his expulsion.

ARTICLE XXIV

Charters

Section 1.—Charters shall be issued by the General Assembly, signed by the International President and the International Secretary-Treasurer, under the seal, to subordinate units properly organized with fifteen or more members, on payment of ten dollars fee, and shall be of such form as the International Secretary-Treasurer may determine, and such sum shall revert to the General Fund.

ARTICLE XXV

Good Standing

Section 1.—A member neglecting or refusing to pay dues in advance in full is not in good standing after a time limit set by the subordinate unit of which he is a member, in no case to be more than sixty days after the expiration of the previous semi-annual period.

Sec. 2.—In case of sickness for over a period of sixty days a member will, when vouched for by the District in which he is a member, be permitted to remain in good standing in the Union through payment of 50 cents for each semi-annual period until he recovers health, when he will pay full dues.

Sec. 3.—Any member who is temporarily unemployed owing to reduction of staff will, after a period of sixty days and when vouched for by the District in which he is a member, be continued in good standing, through payment of 50 cents for each semi-annual period while unemployed, and when re-employed will pay dues from the date re-employment begins.

Sec. 4.—A member delinquent in dues for a period of six months shall be dropped from the roll of the subordinate unit without further notice. A member not in good standing is not entitled to receive The Journal nor to vote in his subordinate unit, nor shall the Grievance Committee or similar body exercise itself in his behalf in case of grievance.

ARTICLE XXVI**Annual Report**

Section 1.—All subordinate units shall file an annual report with the International Secretary-Treasurer within sixty days from the close of the fiscal year, December 31, giving such information regarding its membership and finances as may be required by the International Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A subordinate unit shall be deemed not in good standing when four months have elapsed since its last report to the International Secretary-Treasurer and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a subordinate unit which for any reason surrenders its charter or otherwise becomes defunct shall revert to the General Assembly and shall be held in trust until the end of the fiscal year, when such monies shall be credited to the General Fund.

ARTICLE XXVII**Members, Duties Of**

Section 1.—It shall be the duty of all members to attend regularly the meetings of their subordinate units whenever possible.

Sec. 2.—Members shall render all assistance possible to fellow members in securing work.

Sec. 3.—It shall be the duty of all members to discourage the working of overtime and bonus, which tends to reduce the demand for telegraphers.

Sec. 4.—Where a member puts in full time for a company or firm, he shall not work for another company or firm without the consent of the subordinate unit of which he is a member. Upon being convicted of the first offense, he shall be suspended for thirty days, and on the second offense he shall be expelled from the Union.

Sec. 5.—All members shall at all times, when possible, insist upon the Union Label when making all purchases.

Sec. 6.—Unemployed members or members seeking new positions shall be amenable to the by-laws and rules of the subordinate unit in whose jurisdiction employment is sought.

ARTICLE XXVIII

Grievances

Section 1.—Any member considering that he has been unjustly dealt with by his employer or that he is otherwise aggrieved, shall report the same in writing at a meeting of the subordinate unit having jurisdiction, or to the proper officer of such subordinate unit, and if deemed a proper subject for investigation, the matter shall be considered, provided that if it be deemed wise by the authority referred to, the aggrieved party shall first present his case to the officials of the district in which he is employed, in their regular order, before the same is taken up by the committee.

If the authority to whom it is referred deems the grievance an improper one, and the member is dissatisfied with its decision, he may appeal to the International President.

Sec. 2.—The District Committee receiving a grievance shall carefully and impartially examine all matters pertaining to it, and proceed to adjust the same as soon as practicable thereafter on a basis of equity and justice, and every honorable method shall be exhausted in effecting an amicable and satisfactory adjustment of the difficulty.

Sec. 3.—In their efforts to adjust a grievance they shall present the same to the employer having jurisdiction, and then to the higher officials in their regular order; and after the highest official or member of the firm within their jurisdiction has been reached, in the event of their failure to satisfactorily adjust the same, it shall be referred to the Division Committee or the International President, together with all papers in the case and a full and complete statement of the proceedings of the Board or committee therein.

Sec. 4.—It shall be unlawful for members of this organization to present any proposed contract, set

of rules or schedule to their employers unless a majority of the telegraphers affected thereby are members of the Union in good standing.

Sec. 5.—Any member or members inciting a strike or participating therein, except as provided in the laws of the Union, shall, upon conviction thereof, be expelled.

ARTICLE XXIX

Contracts

Section 1.—No subordinate unit shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the International President.

Sec. 2.—No subordinate unit shall sign an agreement that will at any time bind any member, or section of the Union, in such a way as will militate in any way against any part of the Union on strike.

Sec. 3.—A District, Division or General Committee shall not be authorized to establish or regulate a schedule of wages affecting members other than it represents, and a copy of all contracts and agreements shall be forwarded to the International President by the Chairman without unnecessary delay. All grievances of a general character shall be regulated by the committee having jurisdiction. No contract or agreement shall be made whose provisions shall contravene the Constitution or the principles or teachings of the Union. Provided, no committee shall present a schedule, contract or agreement to their employers, nor attempt to secure its adoption, until it has first been approved by the International President.

ARTICLE XXX

Supplies

Section 1.—Supplies shall be furnished to the subordinate units by the International Secretary-Treasurer, and each order must be accompanied by a remittance in full.

ARTICLE XXXI**Transfers**

Section 1.—A member wishing to transfer to another subordinate unit to which he is eligible shall deposit his unexpired membership card with the Secretary of the subordinate unit he wishes to join. The Secretary shall inquire of the old Division as to whether the member left in good standing with all assessments paid. If his membership be acceptable, the Secretary-Treasurer shall forward the unexpired card thus deposited to the International Secretary-Treasurer with his weekly increase and decrease report bearing the member's name.

Sec. 2.—A member employed in the jurisdiction of a subordinate unit shall be transferred to that subordinate unit within sixty days by the International Secretary-Treasurer.

Sec. 3.—Whenever a sufficient degree of mutuality of interest shall warrant, two or more divisional units engaged in the same branch of the service may consolidate; provided such consolidation is approved by a two-thirds majority referendum vote of each division affected.

ARTICLE XXXII**Amendments**

Section 1.—This Constitution may be amended by a majority vote in the biennial convention or between conventions it may be amended by the following form of initiative: Three or more subordinate units representing 300 or more paidup members may join in an amendment which shall be forwarded to the International Secretary-Treasurer, who shall furnish copies of said amendment to the President or General Chairman of each subordinate unit, and if two-thirds of the units in good standing voting favor the proposed amendment it shall become part of the Constitution.

Sec. 2 —All amendments submitted to subordinate units as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents or General Chairmen of subordinate units.

Sec. 3.—Proposed amendments to the Constitution to be submitted to the General Assembly may be filed with the International Secretary-Treasurer sixty days prior to biennial convention sessions, by subordinate units for publication in the August and September issues of the official organ.

ARTICLE XXXIII

Eligibility to Hold International Office

Section 1.—No member shall be eligible for election as an officer of the General Assembly unless he shall have been continuously in good standing for at least one year directly previous to the convening of the General Assembly.

Sec. 2.—Any member who fails to properly account for Union funds entrusted to his care or who misappropriates funds belonging to the Union shall not be eligible to hold any office within the Union or to represent it in any capacity.

FUNERAL BENEFIT BY-LAWS

ARTICLE I

Title and Government

Section 1.—This department shall be known under the name and title of the Funeral Benefit Department of the Commercial Telegraphers' Union of North America, and shall be under the control and government of the General Assembly of the Commercial Telegraphers' Union of North America.

ARTICLE II

Aim

Section 1.—Its aim is to assist in the defraying of the funeral expenses of deceased members of the Commercial Telegraphers' Union of North America, such membership being defined by Article XXI of the Constitution.

ARTICLE III

Amount of Benefits

Section 1.—Upon the death of a member who has been in continuous good standing upon the books of the subordinate unit and of the International Secretary-Treasurer for a period of not less than six months immediately preceding death, the following Funeral Benefits shall be paid:

(a) After six months' membership, seventy-five dollars (\$75.00).

(b) After five years' membership, one hundred and twenty-five dollars (\$125.00).

Sec. 2.—Except as provided for in Article 7 of these by-laws, continuous good standing shall be computed as of the date of last initiation.

Sec. 3.—All claims for Funeral Benefits must be accompanied by the certificate hereinafter provided, and must be forwarded to the International Secretary-Treasurer within sixty days from the date of death of the member.

ARTICLE IV

Officers, Duties Of

Section 1.—The officers of this department shall consist of a Funeral Benefit Committee, a president and a secretary-treasurer. The Funeral Benefit Com-

mittee, which shall be the General Executive Board of the Union, shall be elected by the General Assembly. The International President of the Union shall be ex-officio the president; the International Secretary-Treasurer of the Union shall be ex-officio the secretary-treasurer.

Sec. 2.—The President shall be the executive head of the department.

Sec. 3.—The Secretary-Treasurer shall keep a true record of all the business of the department, a register of the members with the date of enrollment; receive and hold in trust all funds of the department and for each approved claim he shall as soon as possible after receipt of sworn certificate of death pay to the proper person or persons the amount due. He shall submit a correct report biennially, or oftener if required by the Funeral Benefit Committee, of business transacted by him, number of members and the condition of the department, and exhibit proper vouchers and receipts for all expenditures. His books shall at all times be subject to the inspection of the Funeral Benefit Committee or any person appointed by them.

ARTICLE V

Beneficiaries and Funeral Claims

Section 1.—On the death of members in good standing their legal heirs shall be entitled to a Funeral Benefit, such as the member is entitled to at death as provided by the laws governing the Funeral Benefit Department.

Sec. 2.—Each member must designate some person or persons, their addresses and relationship, to whom Funeral Benefit shall be paid in event of death, and the Secretary-Treasurer shall enter such designated name or names upon the register of the department.

Sec. 3.—Any member desiring to make change in the named beneficiary may do so with the consent of the department by the payment of fifty cents.

Sec. 4.—Funeral Benefits shall be payable only to the families, heirs, blood relations, affianced wife of, affianced husband of or to the persons dependent upon the member. Provided that in default of the above, or in event beneficiary refuses to bury de-

ceased, the Funeral Benefit Department may apply such a part of the Funeral Benefit to which the deceased member is entitled towards defraying his or her actual funeral expenses.

Sec. 5.—When death occurs the person entitled to receive the Funeral Benefit shall present to the subordinate unit or District thereof, or District Council, a sworn certificate from a physician, coroner, or health officer, located where the death occurred, or ship captain in case of death at sea, certifying to cause of death and commencement and duration of illness which resulted in death, and if the same is approved by the subordinate unit, or District thereof, it shall be forwarded to the International Secretary-Treasurer by the subordinate unit, or District thereof, Secretary-Treasurer without delay.

Sec. 6.—The subordinate unit, or District thereof, or District Council, Secretary-Treasurer, shall also forward to the International Secretary-Treasurer a certificate signed by the President, General Chairman, or Chairman and Secretary-Treasurer, which certificate shall certify the claim to be correct and approved by the subordinate unit, or District thereof. If upon examination of the books the International Secretary-Treasurer finds the claim a just one, he shall at once forward to the subordinate unit, or District Secretary thereof, a check for the Funeral Benefit, payable to the person entitled to receive it, as designated on the beneficiary certificate furnished by the International Union.

Sec. 7.—No benefits shall be paid to any member or to the heirs of any member where the subordinate unit, or District thereof, fails to comply with Sections 5 and 6, and the subordinate unit, or District thereof, shall be responsible to the Commercial Telegraphers' Union of North America for any claims unjustly paid through the misrepresentation of the subordinate unit, or District thereof.

Sec. 8.—Upon receipt of a doubtful claim the International Secretary-Treasurer shall submit the same to the Funeral Benefit Committee, and if approved by them the amount due shall at once be forwarded by the International Secretary-Treasurer to the Secretary-Treasurer of the subordinate unit, or

District thereof, in check payable to the person entitled to receive it.

Sec. 9.—A subordinate unit, or District thereof, or District Council, shall not advance or loan money on any claim for funeral benefits, except it does so entirely at its own risk.

Sec. 10.—No subordinate unit, or District thereof, or District Council, or individual member shall be permitted to negotiate with or purchase of any member of the Commercial Telegraphers' Union of North America the transfer of any funeral benefit prior to the death of the member in benefit.

ARTICLE VI

Fraudulent Statements

Section 1.—Fraudulent or false statements made to procure membership shall be sufficient cause for the non-payment of any Funeral Benefit claim.

ARTICLE VII

Reinstatement

Section 1.—A delinquent member shall not be in benefit until after the expiration of sixty days from the date upon which his dues are received at International headquarters.

Sec. 2.—A member of a subordinate unit, or District thereof, or District Council, who has been suspended or expelled shall not be entitled to Funeral Benefit until ninety days after notice of reinstatement has been received by the Secretary-Treasurer of the Funeral Benefit Department.

ARTICLE VIII

Funds and Revenue

Section 1.—There shall be taken out of the General Fund semi-annual proportion of each member's dues the sum of fifty cents, which amount shall be added to the residue left over from the Mutual Benefit Department and deposited in the name of the Funeral Benefit Department of the Commercial Telegraphers' Union of North America.

Sec. 2.—No part of the funds of the Funeral Benefit Department of the Commercial Telegraphers' Union of North America shall be paid out, loaned or diverted for any purpose whatsoever, except for the payment of approved death claims, printing and postage necessary to conduct of the Funeral Benefit Department.

ARTICLE IX

Amendments

Section 1.—These laws can only be repealed, altered or amended in accordance with the provisions of Article XXXII of the Constitution.

SPECIAL RULES OF ORDER

The following rules shall govern sessions of the General Assembly.

SESSIONS OF GENERAL ASSEMBLY

Section 1.—The daily sessions of the General Assembly shall be from 9:00 a. m. to 12:30 p. m., and from 2:00 p. m. to 5:30 p. m.

ORDER OF BUSINESS

1. Opening ceremony.
2. Roll call.
3. Reports of officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New business.
9. Election of officers.
10. Installation of officers.
11. Closing ceremony.

INTRODUCTION OF BILLS, ETC.

Sec. 2.—Delegates introducing matter shall supply copies thereof to the International Secretary-Treasurer in triplicate, amendments to each section of an article to be on separate sheets.

All amendments, resolutions and communications shall be filed with the International Secretary-Treasurer, arranged in numerical order according to article and section, and placed directly before the convention.

QUORUM

Sec. 3.—A majority of the delegates in attendance at the convention shall be necessary to constitute a quorum for the transaction of the business at any session thereof.

ROLL CALL

Sec. 4.—The roll of general officers and delegates shall be called at the opening of each session of the General Assembly, and a correct record of the same kept, and those absent at roll call shall be shown in the proceedings of each day's session.

RECORDED VOTE

Sec. 5.—The roll shall be called and the vote of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegate.

LIMIT OF DEBATE

Sec. 6.—Any officer or delegate desiring to speak on a question before the General Assembly shall rise and address himself to the International President, giving his name, and if a delegate the name of his unit, and on being recognized shall proceed, confining himself to the question under consideration, avoiding all personalities.

Sec. 7.—No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard.

Sec. 8.—No member shall speak for a longer period than ten minutes at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration, in which case he shall be allowed to close the debate.

Sec. 9.—If a delegate, while speaking, be called to order, he shall, at the request of the Chair, take his seat until the question of order is decided.

Sec. 10.—Should two or more delegates rise to speak at the same time, the Chair shall decide who is entitled to the floor.

Sec. 11.—No delegate shall interrupt another in his remarks, except it be to call to a point of order.

AMENDMENTS

Sec. 12.—When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further amendments shall be in order except a substitute and one amendment to the substitute.

Sec. 13.—No amendment shall be in order that has for its object the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION

Sec. 14.—If the previous question is moved the question shall be, "Shall the main question be now put" which shall be put to the General Assembly without debate. If carried by a majority vote, no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS

Sec. 15.—When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.
5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Sec. 16, which several motions shall have precedence in the order named herein.

Sec. 17.—A motion to fix the day or time to which the General Assembly shall adjourn; to adjourn and to take a recess shall always be in order.

Sec. 18.—Every delegate present shall vote on all questions when put, unless excused by the convention.

Sec. 19.—When a roll call ballot has been ordered, no adjournment shall take place until the result has been announced.

Sec. 20.—No motion or resolution shall be voted upon until the mover or introducer has had a chance to speak on it if he or she so desires.

ELECTION OF OFFICERS

Sec. 21.—A majority vote by ballot shall be required to elect any candidate to International office.

Sec. 22.—Provided more than one ballot is necessary to elect, the name of the candidate receiving the smallest vote on the previous ballot shall be dropped on each succeeding ballot.

RULES FOR ELECTION BY BALLOT

Sec. 23.—

1. The chair shall appoint three tellers.
2. Strips of paper shall be distributed by the tellers.
3. As the International Secretary-Treasurer calls his name each member shall deposit the folded ballot in the ballot box.
4. When everyone appears to have voted, the chair shall inquire, "Have all voted who wish to?" and if there is no response he shall declare "the polls closed."
5. All blank ballots shall be ignored as simply wastepaper, and shall not be recorded.
6. Small technical errors, like the misspelling of a name, shall not be noticed if the meaning of the ballot is clear.
7. The teller first named shall read the tellers' report and hand it to the chairman. The chairman shall again read the report and declare who is elected.

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MEMORANDUM

MEMORANDUM



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1930

INSTITUTION
—OF—
The COMMERCIAL
TELEGRAPHERS
UNION *of*
NORTH AMERICA

NOV 30 1930
UNIVERSITY OF



GENERAL OFFICES:
113 South Ashland Boulevard
CHICAGO, ILLINOIS



Revised and Amended at the
15th Regular and 11th Biennial
Convention, Montreal, Quebec,
September 8th to 12th, 1930

CONSTITUTION
OF
THE COMMERCIAL
TELEGRAPHERS UNION
OF NORTH AMERICA



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Adopted at the First Regular Convention, held at New York, July 19, 1903, and Revised and Amended at St. Paul, 1904; Cincinnati, 1906; Milwaukee, 1907; Milwaukee, 1908; Chicago, 1910; Buffalo, 1912; Detroit, 1914; New York, 1916; Washington, 1918; Chicago, 1919; Toronto, 1921; Montreal, 1923; Chicago, 1925; Chicago, 1928, and Montreal, 1930.

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1930

HISTORICAL

The Commercial Telegraphers Union of America is the result of an amalgamation in March, 1903, at Washington, D. C., of two organizations—The International Union of Commercial Telegraphers with headquarters at Chicago, and the Order of Commercial Telegraphers with headquarters at St. Louis, Mo. The name was changed at Chicago in September, 1928, to read The Commercial Telegraphers' Union of North America.

The International Union of Commercial Telegraphers had its inception at Chicago in June, 1902, and held its first convention in Chicago in September of the same year.

The Order of Commercial Telegraphers was the outgrowth of the Brotherhood of Commercial Telegraphers, fostered by the Order of Railroad Telegraphers from 1897 until 1902. The International Union of Commercial Telegraphers and the Brotherhood of Commercial Telegraphers both applied to the American Federation of Labor for a charter in 1902. The American Federation of Labor at its New Orleans convention ordered a joint convention of the two organizations, which was held at Pittsburgh in December, 1902. The International Union of Commercial Telegraphers was not represented at this convention, and the Order of Commercial Telegraphers was formed, the officials of the Order of Railroad Telegraphers turning over the membership of the Brotherhood of Commercial Telegraphers into the new organization.

In March, 1903, representatives of both the International Union of Commercial Telegraphers and the Order of Commercial Telegraphers got together at Washington, D. C., and The Commercial Telegraphers Union of America was agreed upon as the title of the amalgamated organization, and the first convention was held at New York in July, 1903.

PREAMBLE

We, the COMMERCIAL TELEGRAPHERS OF NORTH AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who work at the trade of telegraphy, believe that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our objects:

To protect, maintain and advance trade interests and secure better conditions of employment;

To establish and uphold a fair and equitable rate of wages;

To give all moral and material aid in our power to our members and those dependent upon them;

To distinguish the work performed by members of the Union and make it preferred;

To discourage the indiscriminate teaching of telegraphy.

Therefore, we deem it compatible with individual rights to establish laws for the government of our Union, and we adopt and promulgate the following constitution:

CONSTITUTION OF THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA

LAWS GOVERNING INTERNATIONAL

ARTICLE I

Name

Section 1.—This organization shall be known as THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA.

ARTICLE II

Jurisdiction

Section 1.—Its jurisdiction shall embrace all branches of the telegraph service except the railroad.

ARTICLE III

Eligibility to Membership

Section 1.—Any white person actually employed as a commercial telegrapher, or as an operative connected with an automatic telegraph machine, and maintenance of lines, or is employed as a bookkeeper, clerk or messenger in the commercial telegraph service, or in the operation of a telephone, shall be eligible to membership: Provided, any commercial telegrapher, although not actually so employed is eligible to membership.

Sec. 2.—Telegraphers retired from active service, as such, shall have the privilege of affiliating as Retired Telegraphers, and to pay such dues as are provided in the Constitution.

ARTICLE IV**How Composed**

Section 1.—This organization shall be composed of subordinate units known as system divisions, broker divisions, such other private wire divisions as may be found necessary to conform to this Union's principles of complete autonomy for the various branches of the Commercial Telegraph, and District Councils all acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V**General Assembly**

Section 1.—The supreme authority in the Union shall be vested in the General Assembly; it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. In it alone is vested power to establish subordinate units and there is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article XXXII.

Sec. 2.—The General Assembly shall be composed of the International Officers, the General Executive Board and duly accredited delegates from the subordinate units elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

Sec. 3.—It shall divide the territory under the jurisdiction of the General Assembly into districts which may be assigned to subordinate units.

ARTICLE VI**Sessions**

Section 1.—The General Assembly shall convene in regular session on the second Monday in September biennially at 10 o'clock a. m., in such city as the General Executive Board shall select from those cities nominated in regular convention, provided the convention city named shall be within reasonable distance of the center of membership.

Sec. 1a.—The General Executive Board shall announce the name of the next regular convention city through the medium of the Journal at least seven months prior to convening of said convention.

Sec. 2.—Special sessions may be called at any time that the interests of the Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request of not less than five subordinate units, representing fifty-one per cent of the membership of the Union. Sixty days' notice of said special convention shall be given all subordinate units.

Sec. 3.—The officers of the General Assembly, all Past International Presidents who have remained in continuous good standing since leaving the office of President and members of the General Executive Board shall be delegates at large and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by subordinate units or individual members.

Sec. 4.—Delegates at large shall not be eligible to election as delegates from subordinate units. Matters submitted to the biennial convention by subordinate units or members either directly or through delegates at large must be addressed to the General Assembly and not to a Committee thereof, and units or members shall supply three copies of all matter so submitted.

Sec. 5.—When the roll of delegates-elect of subordinate units in good standing and entitled to representation is read by the International Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 6.—Only members of the Union in good standing for one year or more shall be eligible to office, provided that none of the International Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 7.—The first business of the General Assembly shall be to nominate and elect by ballot, by a plurality vote, a committee of three, whose duty it shall be to immediately examine into the regularity of the election and credentials of the delegates and the

right and title of subordinate units to representation in the General Assembly.

ARTICLE VII

Representation

Section 1.—Each subordinate unit, except District Councils, chartered at least ninety days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each one hundred members or major fraction thereof. Each delegate or alternate must be a member of the Union in good standing for at least one year directly previous to the convening of the General Assembly.

Sec. 2.—District Councils with fifteen or more members directly attached thereto, and who do not come under the jurisdiction of any other subordinate unit, shall be entitled to representation on such membership on the same basis as other subordinate units.

Sec. 3.—The basis of representation shall be computed on the membership of the subordinate unit in good standing at the end of the dues period immediately preceding the session of the General Assembly. The end of dues paying periods are June 30 and December 31.

Sec. 4.—No subordinate unit shall be entitled to representation in the General Assembly which is indebted to the General Assembly or which shall fail to file annual reports, provided that this section may be suspended and the delegates of any subordinate unit be admitted if two-thirds of the members present vote in favor thereof.

Sec. 5.—Delegates to the General Assembly must be members of the Union in good standing for at least one year directly previous to the convening of the General Assembly and must be members of the subordinate unit which they represent, provided that any member shall be eligible as a delegate or alternate from a newly organized subordinate unit ninety days after admission to the subordinate unit.

Sec. 6.—The prima facie evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the International President and International Secretary Treasurer of the Union.

ARTICLE VIII

Section 1.—All amendments, resolutions and communications submitted to the General Assembly shall be read, filed with the International Secretary-Treasurer for arrangement according to article and section number, and taken up seriatim by the convention.

ARTICLE IX

Rules of Order

Section 1.—Roberts' Rules of Order shall govern the deliberations of THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA unless otherwise provided.

ARTICLE X

Seal

Section 1.—The official seal of the General Assembly shall be circular in form and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all official documents, circulars and papers emanating from the General Assembly and its executive officers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI

Officers of the General Assembly

Section 1.—The Officers of the General Assembly shall be:

An International President.

An International Secretary-Treasurer.

A General Executive Board, consisting of five members.

Sec. 2.—Officers of the General Assembly shall be amenable only to the General Executive Board during their terms of office.

Sec. 3.—The Officers of the General Assembly shall be elected by a majority vote at the biennial session of the General Assembly, or at any special session of it, if deemed wise, and shall serve until their successors are duly elected.

Sec. 4.—In case of the death, resignation, removal or suspension of the International President, the vacancy shall be filled by the General Executive Board.

Sec. 5.—In case of the death, resignation, removal or suspension of the International Secretary-Treasurer the vacancy shall be filled by the General Executive Board. The General Executive Board shall immediately elect a sub-committee of the Board to convene at International headquarters of the Union and audit the accounts of the former International Secretary-Treasurer and transfer the funds to his successor who shall then have authority to disburse them in accordance with the laws of the organization.

ARTICLE XII

International President, Duties of

Section 1.—The International President shall devote his entire time to the Union, and it shall be his duty to preside at all sessions of the General Assembly, and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of the Union and shall call to account any member of the Union or any subordinate unit violating the same.

Sec. 3.—He shall pass upon and approve or reject, subject to appeal to the General Executive Board, all applications for charters for the establishment of subordinate units when received from the International Secretary-Treasurer, properly endorsed by him, and the International President shall have power to suspend the same for cause, by and with the consent of the General Executive Board.

Sec. 4.—He shall pass upon and approve or reject the by-laws of subordinate units, and such by-laws shall not be effective until approved by the International President.

Sec. 5.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts. A Deputy President shall receive only such

salary, expenses or compensation as the General Executive Board may determine.

Sec. 6.—He may, with the consent of the General Executive Board, suspend from office any officer of a subordinate unit, but such suspension shall not deprive such officer of any of his rights as a member of the Union.

Sec. 7.—He shall devote as much of his time as possible to organizing. He may appoint and employ organizers at such salaries as the General Executive Board may determine.

Sec. 8.—Upon receiving an official statement of a grievance from a General or District Chairman, or Board of Adjustment, the International President shall, in conjunction with the proper committee, renew all honorable methods to effect an amicable and satisfactory adjustment. Failing in this, the International President and the General or District Committee, or Board of Adjustment shall have authority to order a strike; Provided, that such action is agreed upon by two-thirds of the committee interested. In the event of a strike, the International President shall be the recognized leader and shall have authority to command the entire resources of the Reserve Fund. The agency hereinbefore authorized to sanction a strike shall also have the authority to declare a strike at an end.

Sec. 9.—The International President shall have authority to appropriate such monies from the Reserve Fund for legal advice and other expenses as in his judgment may be necessary for the successful prosecution of a strike.

Sec. 10.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may demand concerning matters pertaining to the affairs of the Union.

Sec. 11.—He shall give a bond satisfactory to the General Executive Board, which shall be held in trust by it, and at the end of his term of office he shall make a full and complete report to the General Assembly of all his official acts, together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 12.—He shall employ the clerical help necessary to conduct the business of his office and upon approval of the General Executive Board shall pay such salaries as will not conflict with the Union scale for such employes.

Sec. 13.—When absent from headquarters in the interest of the Union, he shall receive reasonable traveling and living expenses, payable upon the approval of expense account.

ARTICLE XIII

International Secretary-Treasurer, Duties Of

Section 1.—It shall be the duty of the International Secretary-Treasurer to keep an accurate record of the proceedings and transactions of the biennial and all special conventions, to preserve the records and papers of the Union, and perform such other duties as may be designated by the Constitution.

Sec. 1a.—He shall in all respects perform the duties of the International President in his absence or when incapacitated.

Sec. 2.—He shall receive all monies due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the official organ at all times.

Sec. 3.—He shall receive all applications for charters to establish subordinate units, and when accompanied by the required fee he shall forward such application to the International President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all subordinate units, with the dates of their organization, their time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General

Assembly, and shall provide himself with all the books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of subordinate units and notification of the election of Delegates and Alternates he shall immediately mail to each delegate-elect a certificate bearing his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and upon approval of the General Executive Board shall pay such salaries as will not conflict with the Union scale for such employes.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions and shall furnish the Committee on Credentials with all desired information.

Sec. 10.—He shall furnish a bond satisfactory to the General Executive Board indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion, said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official reports, credentials, seals, books, report blanks, stationery and supplies, with constitutions and laws and other matter ordered by the subordinate units, the International Officers or General Executive Board, to be printed and kept in stock, and shall be the custodian thereof, and shall furnish the same upon requisition. Receipts for dues issued to members by secretaries of subordinate units shall only be written on the form supplied by the International Secretary-Treasurer.

Sec. 12.—He shall furnish semi-annual membership cards, such cards to be issued direct to the members by the International Secretary-Treasurer upon receipt of reports accompanied by full remittances from the Secretary-Treasurer of a subordinate unit.

He shall also provide a suitable annual card for members desiring to pay dues in advance for such period, and specific Annuals shall be provided to meet the needs of certain branches of the Wireless membership.

Cards shall be of uniform make, design and lettering; bear the emblem of the Union; the date upon which the member was last initiated, and fac-simile signatures of the International President and International Secretary-Treasurer.

Sec. 13.—He shall make a charge of \$1.00 for all duplicate cards furnished.

Sec. 14.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 15.—He shall devote his entire time to the interests of the Union, and shall receive as compensation for his service a salary to be fixed by resolution at the biennial convention.

Sec. 16.—When absent from his headquarters in the interest of the Union he shall receive reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 17.—At each regular session of the General Assembly he shall render a full and complete report of all of his official acts and an accurate and comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities.

Sec. 18.—He shall furnish or cause to be furnished, upon request, to the Secretary of any subordinate unit, a comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities. The number of members affiliated shall be included in the statement.

ARTICLE XIV**General Executive Board, Duties Of**

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be located in the same state or province, provided that Broker, Commercial and Press classifications shall each have at least one representative.

Sec. 2.—It shall fill any vacancies of general officers until the next session of the General Assembly.

Sec. 3.—It shall have appellate jurisdiction when the biennial convention is not in session, and its decision shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least three days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the International Secretary-Treasurer, with the assistance of a bonded expert accountant, and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the International Secretary-Treasurer to be audited by a bonded expert accountant each six months or oftener, in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employes of the General Assembly.

Sec. 7.—Should any officer of the General Assembly fail or refuse to perform the duties prescribed by the constitution it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal.

Sec. 8.—Should charges be preferred against any officer of the General Assembly, the Board shall have full authority and power to investigate such charges and may take summary action in any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming

a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the subordinate unit of which he is a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Executive Board shall be custodian of the bonds of the International officers.

ARTICLE XV

Letterheads

Section 1.—The names of all International Officers including those of the International General Executive Board, shall appear upon all letterheads in use at International Headquarters, and the International Secretary-Treasurer shall supply all International Officers with such stationery and postage as may be necessary in the performance of their official duties.

ARTICLE XVI

General Assembly Revenue

Section 1.—The revenue of the General Assembly shall be derived as follows:

- a. Two dollars of each initiation fee.
- b. Two dollars and seventy-five cents of semi-annual dues from all members of subordinate units having within their jurisdiction any member receiving less than \$100 per month.
- c. Four dollars and fifty cents of semi-annual dues from all other members.
- d. All profits on sales of supplies to the subordinate units.
- e. Special assessments levied by the General Executive Board.

Sec 2.—The General Assembly proportion of semi-annual dues shall be apportioned as follows:

From all members of subordinate units having within their jurisdiction any member receiving less than \$100 per month: One dollar and twenty-five

cents to the General Fund, 50 cents to the Reserve Fund, 50 cents to the Journal Fund, and 50 cents to the Funeral Benefit Department.

From all other members: Two dollars and fifty cents to the General Fund, 75 cents to the Reserve Fund, 75 cents to the Journal Fund, and 50 cents to the Funeral Benefit Department.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—The Reserve Fund shall be used for no other than the purposes set forth elsewhere in the constitution.

Sec. 5.—The Journal Fund shall be credited to and used in publishing the official organ.

Sec. 6.—All monies received and for which there is no provision made shall be credited to the General Fund.

Sec. 7.—The International President, with the consent of the General Executive Board, shall have the authority to put into effect such special initiation and dues rates as in his judgment will serve the interests of the Union in any locality provided that such special rate or rates shall not affect any member of sub-unit working under a schedule.

ARTICLE XVII

Salaries

Section 1.—The salaries of the International President and International Secretary-Treasurer shall be fixed by resolution at the biennial convention.

Sec. 2.—Members of the General Executive Board and delegates to the annual convention of the American Federation of Labor shall be paid twelve dollars and fifty cents per diem and actual expenses while engaged in the business of the Union.

ARTICLE XVIII

Official Journal

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS JOURNAL," published monthly under the management and editorship of the International Sec-

retary-Treasurer, and the policy of the several departments shall be in accord with that of the International President.

Sec. 2.—There shall be maintained in the Journal departments of an editorial and literary character calculated to promote the general welfare of the Union and the moral and intellectual character of its members. The Editor shall carry on a vigorous campaign of education along organization lines in the columns of the Journal. A liberal open forum, bearing upon the labor question, shall be maintained, as well as notices of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The International Secretary-Treasurer shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it shall be mailed regularly to him, provided that the subscription price of two dollars per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal shall be under the direction of the International Secretary-Treasurer.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of the Union and the proceeds derived from its publication after all expenses have been paid shall revert to the General Fund of the Union.

Sec. 7.—The cost of The Journal shall not be permitted to exceed the regular per capita subscription without the consent of the General Executive Board.

Sec. 8.—No subordinate unit or member thereof shall issue any paper, journal or magazine representing THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA, or any portion of the membership of the same.

Sec. 9.—Except in case of subordinate units addressing their own members, no subordinate unit nor any member or members of the Union shall issue

any circular or petition to subordinate units, or members of the Union without the same being first approved by the International President, and a certificate of approval shall be attached to and accompany the circular or petition: Provided, this does not apply to action under Article XXXII of the Constitution.

Sec. 10.—The International Secretary-Treasurer shall make a separate biennial report to the General Assembly of the revenues and expenditures of The Commercial Telegraphers Journal, as well as a report to the biennial convention.

ARTICLE XIX

Charges, Trials and Appeals

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers Union of North America. Such charges must be made in writing and must be filed with the Chairman of the General Executive Board.

Sec. 2.—The Chairman shall at once notify the accused, furnishing him with a copy of the charges, and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall be subject to the action of the next convention, but shall be final in the interim.

Sec. 3.—In any case where witnesses are located in remote places, or if they are unable to appear before the Board, the testimony may be taken in writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 4.—When such procedure is necessary notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XX

Delegates to the American Federation of Labor

Section 1.—The International President shall be ex-officio, the first delegate to the A. F. of L. Convention and the other delegates and alternates shall be elected at the biennial convention.

LAWS GOVERNING SUBORDINATE UNITS

ARTICLE XXI

How Formed

Section 1.—Fifteen or more persons eligible to membership in any district provided for under Art. V, Sec. 3 of the Constitution may, with the approval of the International President and International Secretary-Treasurer, organize themselves into a subordinate unit as provided for in Art. IV, Sec. 1.

Officers

Sec. 2.—The officers of System Divisions or such other divisions as may be established shall consist of a General Chairman, a General Secretary-Treasurer, a General Committee, composed of one Chairman for each district or circuit, and such other officers as the division may deem necessary, provided: where the territory assigned to a subordinate unit is divided into less than three or more than five districts or circuits, the General Committee may be provided for in the by-laws to meet existing conditions.

Sec. 2a.—The Chief Executive of a broker division may be called "President" if so desired by such division.

Officers, Duties Of

Sec. 3.—It shall be the duty of the General Chairman or President to preside at all meetings of the General Committee, preserve order therein, decide all questions of order, subject to appeal to the General Committee, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—It shall be the duty of the District or Circuit Chairman to preside at all meetings of the district, preserve order therein, decide upon all ques-

tions of order subject to appeal to the members present, and to perform such other duties as this constitution or the General Chairman acting under the Division's by-laws may direct.

Sec. 5.—It shall be the duty of the General Secretary-Treasurer to keep a true record of the proceedings of the Division, conduct the correspondence of the Division, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the International Secretary-Treasurer. He shall receive all funds of the Division from whatever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the International Secretary-Treasurer); have charge of and hold in trust the seal and all books, papers and monies, keeping a just and true account thereof. He shall deposit the funds of the Division from time to time in such bank or trust company and in such a manner as the Division may decide. He shall pay all orders drawn by the General Chairman or President, by order of the Division, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, suspended, expelled and deceased, with date and causes, together with a true statement of the funds received and disbursed. He shall render a report to the International Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initiation fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other properties of the Division in his possession.

Audits

Sec. 6.—The General Chairman or President and General Committee shall arrange for the auditing of the accounts of the General Secretary-Treasurer either by committee or by a chartered or certified accountant, whenever a change in the office occurs, and also during the months of December and June each year for the preceding period. Such commit-

tee or accountant shall also verify the bank balance on deposit. The auditors named above shall report their findings in writing to the membership. The General Chairman or President shall attest the copy of the auditor's report and immediately forward same to the International Secretary-Treasurer.

The International Secretary-Treasurer shall have authority at any time to examine the books of any subordinate unit in person or by deputy.

General Committee, Duties Of

Sec. 7.—The General Committee shall, in addition to the duties hereinbefore provided, perform such other duties as the subordinate unit may determine.

District and Division Committees, Duties Of

Sec. 8.—In the districts outlined by the General Assembly and assigned to a subordinate unit a District Committee shall be elected to serve as a Grievance Committee for the members under its jurisdiction.

(a) Where the District Committee so elected represents the employes of one corporation whose territory is divided into divisions and subdivided into districts or a similar form of organization, the chairmen of the various District Committees in the same division shall form the Division Committee.

(b) The members of a Division Committee so formed may provide for the election of a General Committee to meet conditions.

(c) The District Committee shall have jurisdiction over all grievances which may arise in its territory.

(d) The Division Committee shall have jurisdiction over all grievances which may arise in its territory affecting two or more districts and any grievances which may be referred to it affecting its Division.

Election of Officers

Sec. 9.—The officers of the subordinate unit shall be annually elected by ballot at the first regular meeting of the subordinate unit in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected not less

than thirty days prior to the convention. Vacancies shall be filled as the subordinate unit may determine. Delegates to the biennial convention shall have at least four (4) union labels on their persons, when possible to obtain them, before being seated in such convention.

Sec. 10.—The International President may upon request from a subordinate unit issue a dispensation to that subordinate unit to hold its election and installation upon a date that will not conflict with negotiations.

Subordinate Units, Powers Of

Sec. 11.—Subordinate units shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, all rights of appeal to the International President, General Executive Board and the succeeding session of the General Assembly convention being reserved; provided, in no case shall a member appeal to civil courts for redress until he has exhausted his rights of appeal under the Constitution of the Union. Notice of intention to appeal shall be filed within ten days after the action complained of is taken.

Revenue

Sec. 12.—The revenue of subordinate units shall be derived as follows:

a. After June 30, 1931, initiation fee of not less than five dollars per member.

b. Dues of not less than six dollars per year for members of subordinate units having within their jurisdiction any member receiving less than \$100 per month, and dues of not less than eighteen dollars per year for all other members. All dues to be paid either semi-annually or annually in advance.

c. Such assessments as may be levied by the subordinate unit.

Seal

Sec. 13.—Each subordinate unit shall be provided with a seal by the International Secretary-Treasurer with the name and number of the subordinate unit and the words: "THE COMMERCIAL TELEGRAPHERS UNION OF NORTH AMERICA," on the margin, and all official papers emanating from the subordinate unit shall bear an impression of its seal.

By-Laws

Sec. 14.—Subordinate units may enact such by-laws as may be necessary and which do not conflict with the constitution, subject to the approval of the International President.

Initiations

Sec. 15.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of the Union.

Sec. 16.—Any duly accredited organizer may, where no subordinate unit exists, obligate and initiate applicants for membership, such applicants being assigned to the subordinate unit having jurisdiction.

ARTICLE XXII

District Councils

Section 1.—District Councils may be formed upon approval of the International President by seven or more members in good standing of two or more subordinate units of the C. T. U. N. A. and who are located in the territory assigned to the Council, provided no two Councils shall have jurisdiction over the same territory.

Sec. 2.—Voting in the District Council shall be by units, and each subordinate unit affiliated with the Council shall be entitled to but one vote, irrespective of the number of members present at meetings.

Sec. 3.—The purpose of the District Council shall be to carry on social, fraternal and legislative purposes of the Union, and to assist various subordinate units in organizing and solidifying those who are eligible to membership in the Union; and for these purposes the Council may act concurrently with subordinate units.

Sec. 4.—Persons who are eligible to membership in the Union and employed in branches of the service over which no subordinate unit has jurisdiction shall carry their membership in the District Council.

Sec. 5.—Ex-telegraphers holding cards in the Retired Telegraphers' Association issued by the C. T. U. N. A. shall be attached to the District Council and pay nine dollars per annum, all of which shall go to the General Assembly.

Sec. 6.—The authority to adjust grievances is

vested solely in the subordinate units and the General Assembly of the Union. Therefore, no District Council shall be permitted to exercise such authority, but in conducting the business of the Council the laws as promulgated in Art. XXI, Secs. 2, 3, 4, 5, 6, 7, 9 and 16 of the Constitution shall govern.

Sec. 7.—District Councils will be entitled to representation in the General Assembly only as provided in Art. VII, Secs. 1 and 2.

Sec. 8.—The revenue of the Council shall be derived as follows:

1. Through the per capita allowed by the various subordinate units.

2. Through the local proportion of the dues from members attached directly to the Council.

3. Through such other sources as may be devised by the Council and are not in conflict with the laws of the Union or the various subordinate units with which the Council holds jurisdiction.

Sec. 9.—Any members of the District Council are eligible for office within the Council.

District Council Officers

Sec. 10.—The officers of a District Council shall consist of a President, a Vice-President, a Secretary-Treasurer and such other officers as the District Council may deem necessary.

Sec. 11.—District Council officers shall be annually elected by ballot at the first regular meeting of the District Council in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected not less than thirty days prior to the convention. Vacancies shall be filled as the District Council may determine.

ARTICLE XXIII

Charges

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A———, B———, do hereby charge C——— D———, a member of Division or District Council No. —, Commercial Telegraphers Union of North America, with unbecoming conduct (or violation of

his obligation, as the case may be), to-wit: In that the said C——— D——— did on or about the ——day of———, A. D., ——— (here state the offense in brief and concise language.)

When the charge is for a continued time the specifications may read "and habitually since that time." Otherwise there must be a separate specification for each action.

The charge must be certified to, if preferred by a member, as follows: "I do hereby declare upon my honor as a member of The Commercial Telegraphers Union of North America, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member, they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When such charges are preferred against any member the President of the District Council or General Chairman of the Division shall within ten days mail a copy of such charges to the accused member. The President or General Chairman shall delegate either the General Committee, District Committee or a Commissioner to take testimony that either party may offer in relation to the case. The committee shall immediately summon the accused to appear for trial giving him reasonable time, not to exceed thirty days, to prepare his defense.

The plaintiff and the defendant may be represented by counsel but counsel representing either party must be members of the Union in good standing.

Sec. 3.—After taking all testimony offered the Committee shall determine the guilt or innocence of the accused and fix the penalty. Such penalty shall be subject to ratification at the first meeting of the division or district of which the defendant is a member.

The decision of the committee when ratified in open meeting shall be subject to appeal to the International President or the next convention, but shall be final in the interim.

Sec. 3a.—Press and Wireless Divisions may enact by-laws permitting the general officers to conduct all business by an initiative and referendum.

Sec. 4.—No expelled member shall be eligible for re-admission in less than one year from date of his expulsion.

ARTICLE XXIV

Charters

Section 1.—Charters shall be issued by the General Assembly, signed by the International President and the International Secretary-Treasurer, under the seal, to subordinate units properly organized with fifteen or more members, on payment of ten dollars fee, and shall be of such form as the International Secretary-Treasurer may determine, and such sum shall revert to the General Fund.

ARTICLE XXV

Good Standing

Section 1.—A member neglecting or refusing to pay dues in advance in full is not in good standing after a time limit set by the subordinate unit of which he is a member, in no case to be more than sixty days after the expiration of the previous semi-annual period.

Sec. 2.—In case of sickness for over a period of sixty days a member will, when vouched for by the District in which he is a member, be permitted to remain in good standing in the Union through payment of 50 cents for each semi-annual period until he recovers health, when he will pay full dues.

Sec. 3.—Any member who is temporarily unemployed owing to reduction of staff will, after a period of sixty days and when vouched for by the District in which he is a member, be continued in good standing, through payment of 50 cents for each semi-annual period while unemployed, and when re-employed will pay dues from the date re-employment begins.

Sec. 4.—A member delinquent in dues for a period of six months shall be dropped from the roll of the subordinate unit without further notice. A member not in good standing is not entitled to receive The Journal nor to vote in his subordinate unit, nor shall the Grievance Committee or similar body exercise itself in his behalf in case of grievance.

ARTICLE XXVI**Annual Report**

Section 1.—All subordinate units shall file an annual report with the International Secretary-Treasurer within sixty days from the close of the fiscal year, December 31, giving such information regarding its membership and finances as may be required by the International Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A subordinate unit shall be deemed not in good standing when four months have elapsed since its last report to the International Secretary-Treasurer and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a subordinate unit which for any reason surrenders its charter or otherwise becomes defunct shall revert to the General Assembly and shall be held in trust until the end of the fiscal year, when such monies shall be credited to the General Fund.

ARTICLE XXVII**Members, Duties Of**

Section 1.—It shall be the duty of all members to attend regularly the meetings of their subordinate units whenever possible.

Sec. 2.—Members shall render all assistance possible to fellow members in securing work.

Sec. 3.—It shall be the duty of all members to discourage the working of overtime and bonus, which tends to reduce the demand for telegraphers.

Sec. 4.—Where a member puts in full time for a company or firm, he shall not work for another company or firm without the consent of the subordinate unit of which he is a member. Upon being convicted of the first offense, he shall be suspended for thirty days, and on the second offense he shall be expelled from the Union.

Sec. 5.—All members shall at all times, when possible, insist upon the Union Label when making all purchases.

Sec. 6.—Unemployed members or members seeking new positions shall be amenable to the by-laws and rules of the subordinate unit in whose jurisdiction employment is sought.

ARTICLE XXVIII

Grievances

Section 1.—Any member considering that he has been unjustly dealt with by his employer or that he is otherwise aggrieved, shall report the same in writing at a meeting of the subordinate unit having jurisdiction, or to the proper officer of such subordinate unit, and if deemed a proper subject for investigation, the matter shall be considered, provided that if it be deemed wise by the authority referred to, the aggrieved party shall first present his case to the officials of the district in which he is employed, in their regular order, before the same is taken up by the committee.

If the authority to whom it is referred deems the grievance an improper one, and the member is dissatisfied with its decision, he may appeal to the International President.

In no case shall a member appeal to civil courts for redress until he has exhausted his rights of appeal under the Constitution of the Union.

Sec. 2.—The District Committee receiving a grievance shall carefully and impartially examine all matters pertaining to it, and proceed to adjust the same as soon as practicable thereafter on a basis of equity and justice, and every honorable method shall be exhausted in effecting an amicable and satisfactory adjustment of the difficulty.

Sec. 3.—In their efforts to adjust a grievance they shall present the same to the employer having jurisdiction, and then to the higher officials in their regular order; and after the highest official or member of the firm within their jurisdiction has been reached, in the event of their failure to satisfactorily adjust the same, it shall be referred to the Division Committee or the International President, together with all papers in the case and a full and complete statement of the proceedings of the Board or committee therein.

Sec. 4.—It shall be unlawful for members of this organization to present any proposed contract, set of rules or schedule to their employers unless a majority of the telegraphers affected thereby are members of the Union in good standing.

Sec. 5.—Any member or members inciting a strike or participating therein, except as provided in the laws of the Union, shall, upon conviction thereof, be expelled.

ARTICLE XXIX

Contracts

Section 1.—No subordinate unit shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the International President.

Sec. 2.—No subordinate unit shall sign an agreement that will at any time bind any member, or section of the Union, in such a way as will militate in any way against any part of the Union on strike.

Sec. 3.—A District, Division or General Committee shall not be authorized to establish or regulate a schedule of wages affecting members other than it represents, and a copy of all contracts and agreements shall be forwarded to the International President by the Chairman without unnecessary delay. All grievances of a general character shall be regulated by the committee having jurisdiction. No contract or agreement shall be made whose provisions shall contravene the Constitution or the principles or teachings of the Union. Provided, no committee shall present a schedule, contract or agreement to their employers, nor attempt to secure its adoption, until it has first been approved by the International President.

ARTICLE XXX

Supplies

Section 1.—Supplies shall be furnished to the subordinate units by the International Secretary-Treasurer, and each order must be accompanied by a remittance in full.

ARTICLE XXXI**Transfers**

Section 1.—A member wishing to transfer to another subordinate unit to which he is eligible shall deposit his unexpired membership card with the Secretary of the subordinate unit he wishes to join. The Secretary shall inquire of the old Division as to whether the member left in good standing with all assessments paid. If his membership be acceptable, the Secretary-Treasurer shall forward the unexpired card thus deposited to the International Secretary-Treasurer with his weekly increase and decrease report bearing the member's name.

Sec. 2.—A member employed in the jurisdiction of a subordinate unit shall be transferred to that subordinate unit within sixty days by the International Secretary-Treasurer.

Sec. 3.—Whenever a sufficient degree of mutuality of interest shall warrant, two or more divisional units engaged in the same branch of the service may consolidate; provided such consolidation is approved by a two-thirds majority referendum vote of each division affected.

ARTICLE XXXII**Amendments**

Section 1.—This Constitution may be amended by a majority vote in the biennial convention or between conventions it may be amended by the following form of initiative: Three or more subordinate units representing 300 or more paidup members may join in an amendment which shall be forwarded to the International Secretary-Treasurer, who shall furnish copies of said amendment to the President or General Chairman of each subordinate unit, and if two-thirds of the units in good standing voting favor the proposed amendment it shall become part of the Constitution.

Sec. 2 —All amendments submitted to subordinate units as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents or General Chairmen of subordinate units.

Sec. 3.—Proposed amendments to the Constitution to be submitted to the General Assembly may be filed with the International Secretary-Treasurer sixty days prior to biennial convention sessions, by subordinate units for publication in the August and September issues of the official organ.

ARTICLE XXXIII

Eligibility to Hold International Office

Section 1.—No member shall be eligible for election as an officer of the General Assembly unless he shall have been continuously in good standing for at least one year directly previous to the convening of the General Assembly.

Sec. 2.—Any member who fails to properly account for Union funds entrusted to his care or who misappropriates funds belonging to the Union shall not be eligible to hold any office within the Union or to represent it in any capacity.

FUNERAL BENEFIT BY-LAWS

ARTICLE I

Title and Government

Section 1.—This department shall be known under the name and title of the Funeral Benefit Department of the Commercial Telegraphers' Union of North America, and shall be under the control and government of the General Assembly of the Commercial Telegraphers' Union of North America.

ARTICLE II

Aim

Section 1.—Its aim is to assist in the defraying of the funeral expenses of deceased members of the Commercial Telegraphers' Union of North America, such membership being defined by Article XXI of the Constitution.

ARTICLE III

Amount of Benefits

Section 1.—Upon the death of a member who has been in continuous good standing upon the books of the subordinate unit and of the International Secretary-Treasurer for a period of not less than one year immediately preceding death, the following Funeral Benefits shall be paid:

- (a) After one year's membership, seventy-five dollars (\$75.00).
- (b) After five years' membership, one hundred and twenty-five dollars (\$125.00).

Sec. 2.—Except as provided for in Article 7 of these by-laws, continuous good standing shall be computed as of the date of last initiation.

Sec. 3.—All claims for Funeral Benefits must be accompanied by the certificate hereinafter provided, and must be forwarded to the International Secretary-Treasurer within sixty days from the date of death of the member.

ARTICLE IV

Officers, Duties Of

Section 1.—The officers of this department shall consist of a Funeral Benefit Committee, a president and a secretary-treasurer. The Funeral Benefit Com-

mittee, which shall be the General Executive Board of the Union, shall be elected by the General Assembly. The International President of the Union shall be ex-officio the president; the International Secretary-Treasurer of the Union shall be ex-officio the secretary-treasurer.

Sec. 2.—The President shall be the executive head of the department.

Sec. 3.—The Secretary-Treasurer shall keep a true record of all the business of the department, a register of the members with the date of enrollment; receive and hold in trust all funds of the department and for each approved claim he shall as soon as possible after receipt of sworn certificate of death pay to the proper person or persons the amount due. He shall submit a correct report biennially, or oftener if required by the Funeral Benefit Committee, of business transacted by him, number of members and the condition of the department, and exhibit proper vouchers and receipts for all expenditures. His books shall at all times be subject to the inspection of the Funeral Benefit Committee or any person appointed by them.

ARTICLE V

Beneficiaries and Funeral Claims

Section 1.—On the death of members in good standing their legal heirs shall be entitled to a Funeral Benefit, such as the member is entitled to at death as provided by the laws governing the Funeral Benefit Department.

Sec. 2.—Each member must designate some person or persons, their addresses and relationship, to whom Funeral Benefit shall be paid in event of death, and the Secretary-Treasurer shall enter such designated name or names upon the register of the department.

Sec. 3.—Any member desiring to make change in the named beneficiary may do so with the consent of the department by the payment of fifty cents.

Sec. 4.—Funeral Benefits shall be payable only to the families, heirs, blood relations, affianced wife of, affianced husband of or to the persons dependent upon the member. Provided that in default of the above, or in event beneficiary refuses to bury de-

ceased, the Funeral Benefit Department may apply such a part of the Funeral Benefit to which the deceased member is entitled towards defraying his or her actual funeral expenses.

Sec. 5.—When death occurs the person entitled to receive the Funeral Benefit shall present to the subordinate unit or District thereof, or District Council, a sworn certificate from a physician, coroner, or health officer, located where the death occurred, or ship captain in case of death at sea, certifying to cause of death and commencement and duration of illness which resulted in death, and if the same is approved by the subordinate unit, or District thereof, it shall be forwarded to the International Secretary-Treasurer by the subordinate unit, or District thereof, Secretary-Treasurer without delay.

Sec. 6.—The subordinate unit, or District thereof, or District Council, Secretary-Treasurer, shall also forward to the International Secretary-Treasurer a certificate signed by the President, General Chairman, or Chairman and Secretary-Treasurer, which certificate shall certify the claim to be correct and approved by the subordinate unit, or District thereof. If upon examination of the books the International Secretary-Treasurer finds the claim a just one, he shall at once forward to the subordinate unit, or District Secretary thereof, a check for the Funeral Benefit, payable to the person entitled to receive it, as designated on the beneficiary certificate furnished by the International Union.

Sec. 7.—No benefits shall be paid to any member or to the heirs of any member where the subordinate unit, or District thereof, fails to comply with Sections 5 and 6, and the subordinate unit, or District thereof, shall be responsible to the Commercial Telegraphers' Union of North America for any claims unjustly paid through the misrepresentation of the subordinate unit, or District thereof.

Sec. 8.—Upon receipt of a doubtful claim the International Secretary-Treasurer shall submit the same to the Funeral Benefit Committee, and if approved by them the amount due shall at once be forwarded by the International Secretary-Treasurer to the Secretary-Treasurer of the subordinate unit, or

District thereof, in check payable to the person entitled to receive it.

Sec. 9.—A subordinate unit, or District thereof, or District Council, shall not advance or loan money on any claim for funeral benefits, except it does so entirely at its own risk.

Sec. 10.—No subordinate unit, or District thereof, or District Council, or individual member shall be permitted to negotiate with or purchase of any member of the Commercial Telegraphers' Union of North America the transfer of any funeral benefit prior to the death of the member in benefit.

ARTICLE VI

Fraudulent Statements

Section 1.—Fraudulent or false statements made to procure membership shall be sufficient cause for the non-payment of any Funeral Benefit claim.

ARTICLE VII

Reinstatement

Section 1.—A delinquent member shall not be in benefit until after the expiration of sixty days from the date upon which his dues are received at International headquarters.

Sec. 2.—A member of a subordinate unit, or District thereof, or District Council, who has been suspended or expelled shall not be entitled to Funeral Benefit until ninety days after notice of reinstatement has been received by the Secretary-Treasurer of the Funeral Benefit Department.

ARTICLE VIII

Funds and Revenue

Section 1.—There shall be taken out of the General Fund semi-annual proportion of each member's dues the sum of fifty cents, and the sum of one dollar out of the General Fund's proportion of each member's initiation fee, which amounts shall be deposited in the name of the Funeral Benefit Department of the Commercial Telegraphers' Union of North America.

Sec. 2.—No part of the funds of the Funeral Benefit Department of the Commercial Telegraphers' Union of North America shall be paid out, loaned or diverted for any purpose whatsoever, except for the payment of approved death claims, printing and postage necessary to conduct of the Funeral Benefit Department.

ARTICLE IX

Amendments

Section 1.—These laws can only be repealed, altered or amended in accordance with the provisions of Article XXXII of the Constitution.

SPECIAL RULES OF ORDER

The following rules shall govern sessions of the General Assembly.

SESSIONS OF GENERAL ASSEMBLY

Section 1.—The daily sessions of the General Assembly shall be from 9:00 a. m. to 12:30 p. m., and from 2:00 p. m. to 5:30 p. m.

ORDER OF BUSINESS

1. Opening ceremony.
2. Roll call.
3. Reports of officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New business.
9. Election of officers.
10. Installation of officers.
11. Closing ceremony.

INTRODUCTION OF BILLS, ETC.

Sec. 2.—Delegates introducing matter shall supply copies thereof to the International Secretary-Treasurer in triplicate, amendments to each section of an article to be on separate sheets.

All amendments, resolutions and communications shall be filed with the International Secretary-Treasurer, arranged in numerical order according to article and section, and placed directly before the convention.

QUORUM

Sec. 3.—A majority of the delegates in attendance at the convention shall be necessary to constitute a quorum for the transaction of the business at any session thereof.

ROLL CALL

Sec. 4.—The roll of general officers and delegates shall be called at the opening of each session of the General Assembly, and a correct record of the same kept, and those absent at roll call shall be shown in the proceedings of each day's session.

RECORDED VOTE

Sec. 5.—The roll shall be called and the vote of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegate.

LIMIT OF DEBATE

Sec. 6.—Any officer or delegate desiring to speak on a question before the General Assembly shall rise and address himself to the International President, giving his name, and if a delegate the name of his unit, and on being recognized shall proceed, confining himself to the question under consideration, avoiding all personalities.

Sec. 7.—No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard.

Sec. 8.—No member shall speak for a longer period than ten minutes at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration, in which case he shall be allowed to close the debate.

Sec. 9.—If a delegate, while speaking, be called to order, he shall, at the request of the Chair, take his seat until the question of order is decided.

Sec. 10.—Should two or more delegates rise to speak at the same time, the Chair shall decide who is entitled to the floor.

Sec. 11.—No delegate shall interrupt another in his remarks, except it be to call to a point of order.

AMENDMENTS

Sec. 12.—When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further amendments shall be in order except a substitute and one amendment to the substitute.

Sec. 13.—No amendment shall be in order that has for its object the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION

Sec. 14.—If the previous question is moved the question shall be, "Shall the main question be now put" which shall be put to the General Assembly without debate. If carried by a majority vote, no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS

Sec. 15.—When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.
5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Sec. 16, which several motions shall have precedence in the order named herein.

Sec. 17.—A motion to fix the day or time to which the General Assembly shall adjourn; to adjourn and to take a recess shall always be in order.

Sec. 18.—Every delegate present shall vote on all questions when put, unless excused by the convention.

Sec. 19.—When a roll call ballot has been ordered, no adjournment shall take place until the result has been announced.

Sec. 20.—No motion or resolution shall be voted upon until the mover or introducer has had a chance to speak on it if he or she so desires.

ELECTION OF OFFICERS

Sec. 21.—A majority vote by ballot shall be required to elect any candidate to International office.

Sec. 22.—Provided more than one ballot is necessary to elect, the name of the candidate receiving the smallest vote on the previous ballot shall be dropped on each succeeding ballot.

RULES FOR ELECTION BY BALLOT

Sec. 23.—

1. The chair shall appoint three tellers.
2. Strips of paper shall be distributed by the tellers.
3. As the International Secretary-Treasurer calls his name each member shall deposit the folded ballot in the ballot box.
4. When everyone appears to have voted, the chair shall inquire, "Have all voted who wish to?" and if there is no response he shall declare "the polls closed."
5. All blank ballots shall be ignored as simply wastepaper, and shall not be recorded.
6. Small technical errors, like the misspelling of a name, shall not be noticed if the meaning of the ballot is clear.
7. The teller first named shall read the tellers' report and hand it to the chairman. The chairman shall again read the report and declare who is elected.

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MEMORANDUM

MEMORANDUM





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1937

STITUTION
of
THE COMMERCIAL
TELEGRAPHERS' UNION

NOV 30 1937

UNIVERSITY OF



General Offices

113 SOUTH ASHLAND BOULEVARD
CHICAGO, ILLINOIS

1937

Adopted at the First Regular Convention, held at New York, July 19, 1903, and Revised and Amended at St. Paul, 1904; Cincinnati, 1906; Milwaukee, 1907; Milwaukee, 1908; Chicago, 1910; Buffalo, 1912; Detroit, 1914; New York, 1916; Washington, 1918; Chicago, 1919; Toronto, 1921; Montreal, 1923; Chicago, 1925; Chicago, 1928; Montreal, 1930; Chicago, 1935; and Chicago, 1937.



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1937

HISTORICAL

The Commercial Telegraphers Union is the result of an amalgamation in March, 1903, at Washington, D. C., of two organizations—The International Union of Commercial Telegraphers with headquarters at Chicago, and the Order of Commercial Telegraphers with headquarters at St. Louis, Mo.

The International Union of Commercial Telegraphers had its inception at Chicago in June, 1902, and held its first convention in Chicago in September of the same year.

The Order of Commercial Telegraphers was the outgrowth of the Brotherhood of Commercial Telegraphers, fostered by the Order of Railroad Telegraphers from 1897 until 1902. The International Union of Commercial Telegraphers and the Brotherhood of Commercial Telegraphers both applied to the American Federation of Labor for a charter in 1902. The American Federation of Labor at its New Orleans convention ordered a joint convention of the two organizations, which was held at Pittsburgh in December, 1902. The International Union of Commercial Telegraphers was not represented at this convention, and the Order of Commercial Telegraphers was formed, the officials of the Order of Railroad Telegraphers turning over the membership of the Brotherhood of Commercial Telegraphers into the new organization.

In March, 1903, representatives of both the International Union of Commercial Telegraphers and the Order of Commercial Telegraphers got together at Washington, D. C., and The Commercial Telegraphers Union of America was agreed upon as the name of the amalgamated organization, and the first convention was held at New York in July, 1903.

The name was changed at Chicago in September, 1928, to read The Commercial Telegraphers' Union of North America. The name was changed again at Chicago in September, 1935, to read The Commercial Telegraphers' Union.

PREAMBLE

We, the COMMERCIAL TELEGRAPHERS OF NORTH AMERICA, in order to concentrate our efforts to secure and preserve the rights of labor to those who are employed in the telegraph service, believe that we should organize in order that we may promote the welfare of one another and reciprocate fair dealings from any source, having for our objects:

To protect, maintain and advance trade interests and secure better conditions of employment;

To establish and uphold a fair and equitable rate of wages;

To give all moral and material aid in our power to our members and those dependent upon them;

To distinguish the work performed by members of the Union and make it preferred;

To discourage the indiscriminate teaching of telegraphy.

Therefore, we deem it compatible with individual rights to establish laws for the government of our Union, and we adopt and promulgate the following constitution:

CONSTITUTION OF THE COMMERCIAL TELEGRAPHERS UNION

LAWS GOVERNING INTERNATIONAL

ARTICLE I

Name

Section 1.—This organization shall be known as THE COMMERCIAL TELEGRAPHERS UNION.

ARTICLE II

Jurisdiction

Section 1.—Its jurisdiction shall embrace all branches of the telegraph service except the railroad.

ARTICLE III

Eligibility to Membership

Section 1.—Any person actually employed in the commercial, press, broker, leased wire or radio telegraph service shall be eligible to membership; provided, any former telegraph employe in any branch of the above services shall be eligible to membership.

Sec. 2.—Any person eligible under Article III, Section 1, and retired from active service, as such, shall have the privilege of affiliating as Retired Telegraphers, and to pay such dues as are provided in the Constitution.

ARTICLE IV**How Composed**

Section 1.—This organization shall be composed of subordinate units known as system divisions, broker divisions, such other private wire divisions as may be found necessary to conform to this Union's principles of constitutional autonomy for the various branches of the Commercial Telegraph, and District Councils, all acknowledging the authority and laws of the Union, and a General Assembly.

ARTICLE V**General Assembly**

Section 1.—The supreme authority in the Union shall be vested in the General Assembly; it shall be the true and legitimate source of authority within the Union and the final court of appeal, and it shall have absolute and exclusive jurisdiction over all matters pertaining to the Union. There is no power vested in any officer, committee or body of members to repeal, alter or change any of the laws enacted by it except as provided in Article XXXI.

Sec. 2.—The General Assembly shall be composed of the International Officers, the General Executive Board and duly accredited delegates from the subordinate units elected on a basis of representation as hereinafter provided, each of whom shall be entitled to a vote and voice on all matters coming before the General Assembly.

ARTICLE VI**Sessions**

Section 1.—The General Assembly shall convene in regular session on the second Monday in September biennially at 10 o'clock a. m., in such city as the General Executive Board shall select from those cities nominated in regular convention, provided the convention city named shall be within reasonable distance of the center of membership.

Sec. 1a.—The General Executive Board shall announce the name of the next regular convention city through the medium of the Journal at least seven months prior to convening of said convention.

Sec. 2.—Special sessions may be called at any time that the interests of the Union demand by the General Executive Board, and the General Executive Board shall call a special convention on the request of not less than five subordinate units, representing fifty-one per cent of the membership of the Union. Sixty days' notice of said special convention shall be given all subordinate units.

Sec. 3.—The officers of the General Assembly and members of the General Executive Board shall be delegates at large and it shall be their additional duty to place before the convention for consideration and disposition every proposition referred to them by subordinate units or individual members.

Sec. 4.—Delegates at large shall not be eligible to election as delegates from subordinate units. Matters submitted to the biennial convention by subordinate units or members either directly or through delegates at large must be addressed to the General Assembly and not to a Committee thereof, and units or members shall supply three copies of all matter so submitted.

Sec. 5.—When the roll of delegates-elect of subordinate units in good standing and entitled to representation is read by the International Secretary-Treasurer, the delegates named therein or their alternates shall be seated and shall be a body competent to transact business.

Sec. 6.—Only members of the Union in good standing for one year or more shall be eligible to office, provided that none of the International Officers or members of the General Executive Board shall hold national office in any other labor organization.

Sec. 7.—The first business of the General Assembly shall be to nominate and elect by ballot, by a plurality vote, a committee of three, whose duty it shall be to immediately examine into the regularity of the election and credentials of the delegates and the right and title of subordinate units to representation in the General Assembly.

ARTICLE VII

Representation

Section 1.—Each subordinate unit, except District Councils, chartered at least ninety days prior to the session of the General Assembly shall be entitled to one delegate and to one additional delegate for each one hundred members or major fraction thereof. Each delegate or alternate must be a member of the Union in good standing for at least one year directly previous to the convening of the General Assembly.

Sec. 2.—District Councils with fifteen or more members directly attached thereto, and who do not come under the jurisdiction of any other subordinate unit, shall be entitled to representation on such membership on the same basis as other subordinate units.

Sec. 3.—The basis of representation shall be computed on the membership of the subordinate unit in good standing on the International records on June 30 of convention year, and for special conventions 60 days prior to convention date.

Sec. 4.—No subordinate unit shall be entitled to representation in the General Assembly which is indebted to the General Assembly or which shall fail to file annual reports, provided that this section may be suspended and the delegates of any subordinate unit be admitted if two-thirds of the members present vote in favor thereof.

Sec. 5.—Delegates to the General Assembly must be members of the Union in good standing for at least one year directly previous to the convening of the General Assembly and must be members of the subordinate unit which they represent, provided that any member shall be eligible as a delegate or alternate from a newly organized subordinate unit ninety days after admission to the subordinate unit.

Sec. 6.—The prima facie evidence of the election of a delegate or alternate shall be a certificate or duplicate thereof signed and sealed by the International President and International Secretary-Treasurer of the Union.

ARTICLE VIII

Section 1.—All amendments, resolutions and communications submitted to the General Assembly shall be read, filed with the International Secretary-Treasurer for arrangement according to article and section number, and taken up seriatim by the convention.

ARTICLE IX**Rules of Order**

Section 1.—Roberts' Rules of Order shall govern the deliberations of THE COMMERCIAL TELEGRAPHERS UNION unless otherwise provided.

ARTICLE X**Seal**

Section 1.—The official seal of the General Assembly shall be circular in form and shall bear the inscription: "THE COMMERCIAL TELEGRAPHERS' UNION, GENERAL ASSEMBLY."

Sec. 2.—The seal shall be attached to all official documents, circulars and papers emanating from the General Assembly and its executive officers, and the same shall be recognized and acknowledged as legal when printed.

ARTICLE XI**Officers of the General Assembly**

Section 1.—The Officers of the General Assembly shall be:

An International President.

An International Secretary-Treasurer.

A General Executive Board, consisting of five members.

Sec. 2.—Officers of the General Assembly shall be amenable only to the General Executive Board during their terms of office.

Sec. 3.—The Officers of the General Assembly shall be elected by a majority vote at the biennial session of the General Assembly, or at any special session of it, if deemed wise, and shall serve until their successors are duly elected.

Sec. 4.—In case of the death, resignation, removal or suspension of the International President, the vacancy shall be filled by the General Executive Board.

Sec. 5.—In case of the death, resignation, removal or suspension of the International Secretary-Treasurer the vacancy shall be filled by the General Executive Board. The General Executive Board shall immediately elect a sub-committee of the Board to convene at International headquarters of the Union and audit the accounts of the former International Secretary-Treasurer and transfer the funds to his successor who shall then have authority to disburse them in accordance with the laws of the organization.

ARTICLE XII

International President, Duties of

Section 1.—The International President shall devote his entire time to the Union, and it shall be his duty to preside at all sessions of the General Assembly, and enforce strict obedience to the laws, rules and regulations of the Union.

Sec. 2.—He shall at all times strictly enforce the laws of the Union and shall call to account any member of the Union or any subordinate unit violating the same.

Sec. 3.—He shall pass upon and approve or reject subject to appeal to the General Executive Board all applications for charters for the establishment of subordinate units when received from the International Secretary-Treasurer, properly endorsed by him, and the International President shall have power to suspend a charter for cause, by and with the consent of the General Executive Board.

Sec. 4.—He shall pass upon and approve or reject the by-laws of subordinate units, and such by-laws shall not be effective until approved by the International President.

Sec. 5.—He may appoint a Deputy President to perform a specific act or acts in his stead when circumstances and occasion demand, and by letter of instructions set forth the act or acts to be performed, upon the accomplishment of which he shall require of the Deputy a full report of his official acts. A Deputy President shall receive only such

salary, expenses or compensation as the General Executive Board may determine.

Sec. 6.—He may, with the consent of the General Executive Board, suspend from office any officer of a subordinate unit, but such suspension shall not deprive such officer of any of his rights as a member of the Union.

Sec. 7.—He shall devote as much of his time as possible to organizing. He may appoint and employ organizers at such salaries as the General Executive Board may determine.

Sec. 8.—Upon receiving an official statement of a grievance from a General or District Chairman, or Board of Adjustment, the International President shall, in conjunction with the proper committee, renew all honorable methods to effect an amicable and satisfactory adjustment. Failing in this, the International President and the General or District Committee, or Board of Adjustment shall have authority to order a strike; Provided, that such action is agreed upon by two-thirds of the committee interested, and provided further, that subordinate units having no written contract or schedule with their employers may require in their by-laws that no strike shall be declared until the same shall have been approved by a majority vote of their entire membership. In the event of a strike, the International President shall be the recognized leader and shall have authority to command the entire resources of the General Fund. The agency hereinbefore authorized to order a strike shall also have the authority to declare a strike at an end.

Sec. 9.—The International President shall have authority to appropriate such monies from the General Fund for legal advice and other expenses as in his judgment may be necessary for the successful prosecution of a strike.

Sec. 10.—He shall furnish within a reasonable time to the General Executive Board any information in his possession which it may demand concerning matters pertaining to the affairs of the Union.

Sec. 11.—He shall give a bond satisfactory to the General Executive Board, which shall be held in trust by it, and at the end of his term of office he

shall make a full and complete report to the General Assembly of all his official acts, together with such suggestions and recommendations for the improvement of the Union as his experience and judgment may dictate.

Sec. 12.—He shall employ the clerical help necessary to conduct the business of his office and upon approval of the General Executive Board shall pay such salaries as will not conflict with the Union scale for such employes.

Sec. 13.—When absent from headquarters in the interest of the Union, he shall receive reasonable traveling and living expenses, payable upon the approval of expense account.

ARTICLE XIII

International Secretary-Treasurer, Duties Of

Section 1.—It shall be the duty of the International Secretary-Treasurer to keep an accurate record of the proceedings and transactions of the biennial and all special conventions, to preserve the records and papers of the Union, and perform such other duties as may be designated by the Constitution.

Sec. 1a.—He shall in all respects perform the duties of the International President in his absence or when incapacitated.

Sec. 2.—He shall receive all monies due the General Assembly from whatsoever source. He shall preserve the records and shall have charge of the official seal of the General Assembly and all books, papers and property of the Union not otherwise provided for. He shall keep his accounts in such a manner as to show the financial condition of the various accounts of the union at all times.

Sec. 3.—He shall receive all applications for charters to establish subordinate units, and when accompanied by the required fee he shall forward such application to the International President and shall attest all charters when granted with his signature and the seal of the General Assembly.

Sec. 4.—He shall keep a record of all subordinate units, with the dates of their organization, their

time of meeting and the place of their location and the names and addresses of the officers and members thereof.

Sec. 5.—He shall conduct all necessary correspondence of his office and shall attest all official documents with his signature and the seal of the General Assembly, and shall provide himself with all the books and stationery necessary to conduct the business of his office.

Sec. 6.—Upon the receipt of the reports of subordinate units and notification of the election of Delegates and Alternates he shall immediately mail to each delegate-elect a certificate bearing his name. He shall also issue certificates to the Alternates.

Sec. 7.—He shall have charge of the funds of the General Assembly, pay out the same in liquidation of the legitimate indebtedness of the Union, and shall be prepared to exhibit receipts and vouchers for all expenditures upon the examination of his books and furnish the General Executive Board with all required information.

Sec. 8.—He shall employ the clerical help necessary to conduct the business of his department and upon approval of the General Executive Board shall pay such salaries as will not conflict with the Union scale for such employees.

Sec. 9.—He shall prepare a roll of Delegates and Alternates elected to all conventions and shall furnish the Committee on Credentials with all desired information.

Sec. 10.—He shall furnish a bond satisfactory to the General Executive Board indemnifying the Union in such sum as may be determined upon by that body, subject to increase or decrease at any time in its discretion, said bond to be placed in trust in the hands of the Chairman of the General Executive Board.

Sec. 11.—He shall devise and provide forms of charters, membership cards, official receipts, credentials, seals, reports and constitutions ordered by the subordinate units, to be printed and kept in stock, and shall be the custodian thereof, and shall furnish the same upon requisition. Receipts for dues issued to

members by secretaries of subordinate units shall only be written on the form supplied by the International Secretary-Treasurer.

Sec. 12.—He shall furnish quarterly and semi-annual membership cards, such cards to be issued direct to the members by the International Secretary-Treasurer upon receipt of reports accompanied by full remittances from the Secretary-Treasurer of a subordinate unit.

He shall also provide a suitable annual card for members desiring to pay dues in advance for such period, and specific Annuals shall be provided to meet the needs of certain branches of the Wireless membership.

Cards shall be of uniform make, design and lettering; bear the emblem of the Union; the date upon which the member was last initiated, and fac-simile signatures of the International President and International Secretary-Treasurer.

Sec. 13.—He shall make a charge of \$1.00 for all duplicate cards furnished.

Sec. 14.—He shall submit to the General Assembly at the beginning of each regular session thereof a statement setting forth all of the transactions of his department for the preceding term.

Sec. 15.—He shall devote his entire time to the interests of the Union, and shall receive as compensation for his service a salary to be fixed by resolution at the biennial convention.

Sec. 16.—When absent from his headquarters in the interest of the Union he shall receive reasonable traveling and living expenses, payable upon approval of expense account.

Sec. 17.—At each regular session of the General Assembly he shall render a full and complete report of all of his official acts and an accurate and comprehensive statement of all receipts and expenditures of the funds of the General Assembly, together with its assets and liabilities.

ARTICLE XIV**General Executive Board, Duties Of**

Section 1.—The General Executive Board shall consist of five members, no two of whom shall be located in the same state or province, provided that Broker, Commercial and Press classifications shall each have at least one representative.

Sec. 2.—It shall fill any vacancies of International officers until the next session of the General Assembly.

Sec. 3.—It shall have jurisdiction when the biennial convention is not in session, and its decision shall stand as the judgment of the General Assembly until reversed by the biennial convention.

Sec. 4.—It shall meet at least three days prior to the session of the biennial or a special convention, for the transaction of business pertaining to its functions and for the examination of the accounts of the International Secretary-Treasurer, with the assistance of a bonded expert accountant, and it shall have access to all books, papers and accounts of the Union and full information of all business transactions. The Board shall also cause the books of the International Secretary-Treasurer to be audited by a bonded expert accountant each six months or oftener, in its discretion. A copy of said report shall be delivered to each member of the Board.

Sec. 5.—It may hold special meetings whenever deemed necessary for the best interests of the Union.

Sec. 6.—It shall pass upon the expense accounts of all officers and employes of the General Assembly.

Sec. 7.—Should any officer of the General Assembly fail or refuse to perform the duties prescribed by the constitution it shall be the imperative duty of the Board to suspend or remove him for such failure or refusal.

Sec. 8.—Should charges be preferred against any officer of the General Assembly, the Board shall have full authority and power to investigate such charges and may take summary action in any case, such action of the Board to be subject to appeal to the convention.

Sec. 9.—It may suspend or reprimand any officer who has been proven guilty of conduct unbecoming

a member or officer, or who has violated any law of the Union.

Sec. 10.—It shall have access to all papers, correspondence and books or other records of the Union, and shall have power to summon and require any member to testify concerning all matters under investigation before it. Any member of the Union failing or refusing to respond to said summons shall, upon proper notification by the Board to the subordinate unit of which he is a member, be subject to expulsion from the Union.

Sec. 11.—The Chairman of the General Executive Board shall be custodian of the bonds of the International officers.

ARTICLE XV

Letterheads

Section 1.—The names of all International Officers, including those of the International General Executive Board, shall appear upon all letterheads in use at International Headquarters, and the International Secretary-Treasurer shall supply all International Officers with such stationery and postage as may be necessary in the performance of their official duties.

ARTICLE XVI

General Assembly Revenue

Section 1.—The revenue of the General Assembly shall be derived in the following manner; Provided it shall be optional with subordinate units to adopt a quarterly dues system.

a. Two dollars of each initiation fee.

b. One dollar thirty-seven and a half cents of quarterly dues and two dollars and seventy-five cents of semi-annual dues from all members of subordinate units other than press, broker and leased wire divisions.

c. Two dollars and twenty-five cents of quarterly dues and four dollars and fifty cents of semi-annual dues from members of press, broker and leased wire divisions.

d. Revenue as provided for under Article XXV, Section 2.

e. Special assessments levied by the General Executive Board.

Sec. 2.—The General Assembly proportion of quarterly or semi-annual dues shall be apportioned as follows:

a. From each initiation fee: \$1.00 to the General Fund and \$1.00 to the Funeral Benefit Department.

b. From members of subordinate units other than press, broker and leased wire divisions:

Quarterly rate of \$1.37½: 87½ cents to the General Fund, 25 cents to the Journal Fund, 25 cents to the Funeral Benefit Department.

Semi-annual rate of \$2.75: \$1.75 to the General Fund, 50 cents to the Journal Fund, 50 cents to the Funeral Benefit Department.

c. From members of press, broker and leased wire divisions:

Quarterly rate of \$2.25: \$1.60 to the General Fund, 40 cents to the Journal Fund, 25 cents to the Funeral Benefit Department.

Semi-annual rate of \$4.50: \$3.25 to the General Fund, 75 cents to the Journal Fund, 50 cents to the Funeral Benefit Department.

d. From sick and unemployed members at the monthly rate of 25 cents: 11 cents to the General Fund, 5 cents to the Journal Fund, 9 cents to the Funeral Benefit Department.

Sec. 3.—The General Fund shall be used to defray the general expenses of the Union.

Sec. 4.—Any surplus over and above \$2,000 in the Funeral Benefit Department may be credited to the General Fund at the end of each month; provided, any such surplus shall be used to meet legitimate expenses of the Union.

Sec. 5.—The Journal Fund shall be credited to and used in publishing the official organ.

Sec. 6.—All monies received and for which there is no provision made shall be credited to the General Fund.

Sec. 7.—In case of emergency, the International President, with the consent of the General Executive Board, shall have the authority to put into effect such lower initiation, dues and per capita as in his judgment will serve the interests of the Union in any locality.

ARTICLE XVII**Salaries**

Section 1.—The salaries of the International President and International Secretary-Treasurer shall be fixed by resolution at the biennial convention.

Sec. 2.—Members of the General Executive Board and delegates to the annual convention of the American Federation of Labor shall be paid twelve dollars and fifty cents per diem and actual expenses while engaged in the business of the Union.

ARTICLE XVIII**Official Journal**

Section 1.—There shall be maintained an official publication of the Union known as "THE COMMERCIAL TELEGRAPHERS JOURNAL," published monthly under the management and editorship of the International Secretary-Treasurer, and the policy of the several departments shall be in accord with that of the International President.

Sec. 2.—There shall be maintained in the Journal departments of an editorial and literary character calculated to promote the general welfare of the Union and the moral and intellectual character of its members. The Editor shall carry on a vigorous campaign of education along organization lines in the columns of the Journal. A liberal open forum, bearing upon the labor question, shall be maintained, as well as notices of assessments, instructions and information emanating from the general officers, which shall be sufficient service.

Sec. 3.—The International Secretary-Treasurer shall mail to the given address of each member in good standing a copy of each number of The Journal published.

Sec. 4.—Any person not a member of the Union may subscribe for The Journal, and it shall be mailed regularly to him, provided that the subscription price of two dollars per annum is paid in advance.

Sec. 5.—The rates of advertising, the business management and the publication of The Journal shall be under the direction of the International Secretary-Treasurer.

Sec. 6.—The accounts of The Journal shall be kept separate from the general expense fund of the Union and the proceeds derived from its publication after all expenses have been paid shall revert to the General Fund of the Union.

Sec. 7.—The cost of The Journal shall not be permitted to exceed the regular per capita subscription without the consent of the General Executive Board.

Sec. 8.—No subordinate unit or member thereof shall issue any paper, journal or magazine representing THE COMMERCIAL TELEGRAPHERS UNION, or any portion of the membership of the same.

Sec. 9.—Except in case of subordinate units addressing their own members, no subordinate unit nor any member or members of the Union shall issue any circular or petition to subordinate units, or members of the Union without the same being first approved by the International President, and a certificate of approval shall be attached to and accompany the circular or petition: Provided, this does not apply to action under Article XXXI of the Constitution.

Sec. 10.—The International Secretary-Treasurer shall make a separate biennial report to the General Assembly of the revenues and expenditures of The Commercial Telegraphers Journal, as well as a report to the biennial convention.

ARTICLE XIX

Charges, Trials and Appeals

Section 1.—Charges may be made against any member of the General Assembly of The Commercial Telegraphers Union. Such charges must be made in writing and must be filed with the Chairman of the General Executive Board.

Sec. 2.—The Chairman shall at once notify the accused, furnishing him with a copy of the charges, and thirty days shall be allowed him in which to furnish a defense. The decision of this Board shall be subject to the action of the next convention, but shall be final in the interim.

Sec. 3.—In any case where witnesses are located in remote places, or if they are unable to appear before the Board, the testimony may be taken in

writing before any member of the Union, who may be appointed and authorized as a commissioner for such purpose by the Board.

Sec. 4.—When such procedure is necessary notice shall be served on the accused that such testimony is to be taken, and the accused, if he so desires, may be represented at the hearing or appear in person.

ARTICLE XX

Delegates to the American Federation of Labor

Section 1.—The International President shall be ex-officio, the first delegate to the A. F. of L. Convention and the other delegates and alternates shall be elected at the biennial convention.

LAWS GOVERNING SUBORDINATE UNITS

ARTICLE XXI

How Formed

Section 1.—Fifteen or more persons eligible to membership in any district may, with the approval of the International President and International Secretary-Treasurer, organize themselves into a subordinate unit as provided for in Art. IV, Sec. 1.

Officers

Sec. 2.—The officers of System Divisions or such other divisions as may be established shall consist of a General Chairman, a General Secretary-Treasurer, a General Committee, and such other officers as the division may deem necessary.

Sec. 2a.—The Chief Executive of a broker division may be called "President" if so desired by such division.

Officers, Duties Of

Sec. 3.—It shall be the duty of the General Chairman to preside at all meetings of the General Committee, preserve order therein, decide all questions of

order, subject to appeal to the General Committee, appoint all committees not otherwise provided for, and require a strict observance of the constitution and laws.

Sec. 4.—It shall be the duty of the District Chairman to preside at all meetings of the district, preserve order therein, decide upon all questions of order subject to appeal to the members present, and to perform such other duties as this constitution or the General Chairman acting under the Division's by-laws may direct.

Sec. 4a.—It shall be the duty of the Division President to preside at all meetings of the Division, preserve order therein, decide upon all questions of order subject to appeal to the members present, and to perform such other duties as this Constitution or the Division's by-laws may direct.

Sec. 5.—It shall be the duty of the General Secretary-Treasurer to keep a true record of the proceedings of the Division, conduct the correspondence of the Division, issue all notices and report all transfers and withdrawals, initiations, rejections, suspensions and expulsions, with the names, dates and cause to the International Secretary-Treasurer. He shall receive all funds of the Division from whatsoever source, giving such indemnifying bond as may be required (which bond shall be held in trust by the International Secretary-Treasurer); have charge of and hold in trust the seal and all books, papers and monies, keeping a just and true account thereof. He shall deposit the funds of the Division from time to time in such bank or trust company and in such a manner as the Division may decide. He shall pay all orders drawn by the General Chairman or President, by order of the Division, and at the meeting for the election of officers he shall present an annual report, giving the number of persons proposed, accepted, rejected, initiated, admitted by card, withdrawn, transferred, suspended, expelled and deceased, with date and causes, together with a true statement of the funds received and disbursed. He shall render a report to the International Secretary-Treasurer on the 7th, 14th, 21st and last day of each month of all members who have paid their dues since the last report. He shall remit with said report the necessary amount of per capita tax and initia-

tion fees on new members, and at the expiration of his official term he shall deliver to his successor all books, papers, funds and other properties of the Division in his possession.

Audits

Sec. 6.—The General Chairman or President and General Committee shall arrange for the auditing of the accounts of the General Secretary-Treasurer either by committee or by a chartered or certified accountant, whenever a change in the office occurs, and also during the months of December and June each year for the preceding period. Such committee or accountant shall also verify the bank balance on deposit. The auditors named above shall report their findings in writing to the membership. The General Chairman or President shall attest the copy of the auditor's report and immediately forward same to the International Secretary-Treasurer.

The International Secretary-Treasurer shall have authority at any time to examine the books of any subordinate unit in person or by deputy.

General Committee, Duties Of

Sec. 7.—The General Committee shall, in addition to the duties hereinbefore provided, perform such other duties as the subordinate unit may determine.

District and Division Committees, Duties Of

Sec. 8.—In the districts outlined by the General Assembly and assigned to a subordinate unit a District Committee shall be elected to serve as a Grievance Committee for the members under its jurisdiction.

(a) Where the District Committee so elected represents the employes of one corporation whose territory is divided into divisions and subdivided into districts or a similar form of organization, the chairmen of the various District Committees in the same division shall form the Division Committee.

(b) The members of a Division Committee so formed may provide for the election of a General Committee to meet conditions.

(c) The District Committee shall have jurisdiction over all grievances which may arise in its territory.

(d) The Division Committee shall have jurisdiction over all grievances which may arise in its territory affecting two or more districts and any grievances which may be referred to it affecting its Division.

Election of Officers

Sec. 9.—The officers of the subordinate unit shall be annually elected by ballot at the first regular meeting of the subordinate unit in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected not less than thirty days prior to the convention. Vacancies shall be filled as the subordinate unit may determine.

Delegates to the biennial convention shall have at least four (4) union labels on their persons, when possible to obtain them, before being seated in such convention.

Sec. 10.—The International President may upon request from a subordinate unit issue a dispensation to that subordinate unit to hold its election and installation upon a date that will not conflict with negotiations.

Subordinate Units, Powers Of

Sec. 11.—Subordinate units shall have full power in the admission of applicants and the suspension and expulsion of members within their jurisdiction, subject to Art. XIV, Sec. 9, all rights of appeal to the International President, General Executive Board and the succeeding session of the General Assembly convention being reserved; provided, in no case shall a member appeal to civil courts for redress until he has exhausted his rights of appeal under the Constitution of the Union. Notice of intention to appeal shall be filed within ten days after the action complained of is taken.

Sec. 11a.—Subordinate units may affiliate with and hold membership in such councils, federations or other groups of workers approved by the General Assembly and in no others.

Revenue

Sec. 12.—The revenue of subordinate units shall be derived as follows:

a. Initiation fee of not less than five dollars per member.

b. Dues of not less than six dollars per year from members of subordinate units other than press, broker and leased wire divisions, and dues of not less than eighteen dollars per year from members of press, broker and leased wire divisions.

All new members shall be required to pay for at least a quarterly card.

c. Revenue from sick and unemployed members as provided for under Article XXV, Section 2.

d. Such assessments as may be levied by the subordinate unit.

Seal

Sec. 13.—Each subordinate unit shall be provided with a seal by the International Secretary-Treasurer with the name and number of the subordinate unit and the words: "THE COMMERCIAL TELEGRAPHERS' UNION" on the margin, and all official papers emanating from the subordinate unit shall bear an impression of its seal.

By-Laws

Sec. 14.—Subordinate units may enact such by-laws as may be necessary and which do not conflict with the constitution, subject to the approval of the International President.

Initiations

Sec. 15.—Ceremonies of initiation are permissible, provided there is nothing in such ceremony conflicting with the constitution or tending to mar the dignity of the Union.

Sec. 16.—Any duly accredited organizer may, where no subordinate unit exists, obligate and initiate applicants for membership, such applicants being assigned to the subordinate unit having jurisdiction.

ARTICLE XXII

District Councils

Section 1.—District Councils may be formed upon approval of the International President by seven or more members in good standing of two or more subordinate units of the CTU, and who are located in the territory assigned to the Council, provided no two Councils shall have jurisdiction over the same territory.

Sec. 2.—Voting in the District Council shall be by units, and each subordinate unit affiliated with the Council shall be entitled to but one vote, irrespective of the number of members present at meetings.

Sec. 3.—The purpose of the District Council shall be to carry on social, fraternal and legislative purposes of the Union, and to assist various subordinate units in organizing and solidifying those who are eligible to membership in the Union; and for these purposes the Council may act concurrently with subordinate units.

Sec. 4.—Persons who are eligible to membership in the Union and employed in branches of the service over which no subordinate unit has jurisdiction shall carry their membership in the District Council.

Sec. 5.—Ex-telegraphers holding cards in the Required Telegraphers' Association issued by the CTU shall be attached to the District Council and pay nine dollars per annum, all of which shall go to the General Assembly.

Sec. 6.—The authority to adjust grievances is vested solely in the subordinate units and the General Assembly of the Union. Therefore, no District Council shall be permitted to exercise such authority, but in conducting the business of the Council the laws as promulgated in Art. XXI, Secs. 2, 3, 4, 5, 6, 7, 9 and 16 of the Constitution shall govern.

Sec. 7.—District Councils will be entitled to representation in the General Assembly only as provided in Art. VII, Secs. 1 and 2.

Sec. 8.—The revenue of the Council shall be derived as follows:

1. Through the per capita allowed by the various subordinate units.

2. Through the local proportion of the dues from members attached directly to the Council.

3. Through such other sources as may be devised by the Council and are not in conflict with the laws of the Union or the various subordinate units with which the Council holds jurisdiction.

Sec. 9.—Any members of the District Council are eligible for office within the Council.

District Council Officers

Sec. 10.—The officers of a District Council shall consist of a President, a Vice-President, a Secretary-

Treasurer and such other officers as the District Council may deem necessary.

Sec. 11.—District Council officers shall be annually elected by ballot at the first regular meeting of the District Council in December of each year, and shall assume the duties of their offices on the last day of December of each year. Delegates to the biennial convention shall be elected not less than thirty days prior to the convention. Vacancies shall be filled as the District Council may determine.

ARTICLE XXIII

Charges

Section 1.—Charges may be preferred against any member of the Union by any person having a cause. All charges must be in writing and in the following form:

I, A———, B———, do hereby charge C——— D———, a member of Division or District Council No. —, Commercial Telegraphers' Union, with unbecoming conduct (or violation of his obligation, as the case may be), to-wit: In that the said C——— D——— did on or about the ——day of———, A. D., —— (here state the offense in brief and concise language.)

When the charge is for a continued time the specifications may read "and habitually since that time." Otherwise there must be a separate specification for each action.

The charge must be certified to, if preferred by a member, as follows: "I do hereby declare upon my honor as a member of The Commercial Telegraphers Union, that the charges are not made out of malice or prejudice on my part, but with a desire to see the best interests of the Union subserved." If preferred by a non-member, they must be sworn to before a notary public or some other officer authorized to administer oaths.

Sec. 2.—When such charges are preferred against any member the President of the District Council or General Chairman of the Division shall within ten days mail a copy of such charges to the accused member. The President or General Chairman shall delegate either the General Committee, District Committee or a Commissioner to take testimony that

either party may offer in relation to the case. The committee shall immediately summon the accused to appear for trial giving him reasonable time, not to exceed thirty days, to prepare his defense.

The plaintiff and the defendant may be represented by counsel but counsel representing either party must be members of the Union in good standing.

Sec. 3.—After taking all testimony offered the Committee shall determine the guilt or innocence of the accused and fix the penalty. Such penalty shall be subject to ratification at the first meeting of the division or district of which the defendant is a member.

The decision of the committee when ratified in open meeting shall be subject to appeal to the International President or the next convention, but shall be final in the interim.

Sec. 3a.—Press and Wireless Divisions may enact by-laws permitting the general officers to conduct all business by an initiative and referendum.

Sec. 4.—No expelled member shall be eligible for re-admission in less than one year from date of his expulsion.

ARTICLE XXIV

Charters

Section 1.—Charters shall be issued by the General Assembly, signed by the International President and the International Secretary-Treasurer, under the seal, to subordinate units properly organized with fifteen or more members, on payment of ten dollars fee, and shall be of such form as the International Secretary-Treasurer may determine, and such sum shall revert to the General Fund.

ARTICLE XXV

Good Standing

Section 1.—A member neglecting or refusing to pay dues in advance in full within thirty days after the expiration of the previous quarterly period, or within sixty days after the expiration of the previous semi-annual period, is not in good standing in the subordinate unit of which he is a member. Members paying dues locally on the last day of these thirty or

sixty day grace periods shall retain good standing in the subordinate unit, but their good standing in the Funeral Benefit Department shall be subject to Article VII, Section 1, of that Department's by-laws.

Sec. 2.—In case of sickness or unemployment for over a period of thirty days for quarterly members and sixty days for annual, specific annual, or semi-annual members, a member will, when vouched for by the subordinate unit or district thereof in which he is a member, be permitted to remain in good standing in the Union through payment of twenty-five cents each month until he recovers health, or returns to work, when he will pay regular dues. The subordinate unit secretary will collect the twenty-five cents dues and remit same to the International Secretary-Treasurer.

Certificates of Good Standing shall be issued under this section; provided, good standing in the Funeral Benefit Department shall be subject to Article VII, Section 1, of that Department's by-laws.

Sec. 3.—A member delinquent in dues for a period of six months shall be dropped from the roll of the subordinate unit without further notice. A member not in good standing is not entitled to receive The Journal nor to vote in his subordinate unit, nor shall the Grievance Committee or similar body exercise itself in his behalf in case of grievance.

ARTICLE XXVI

Annual Report

Section 1.—All subordinate units shall file an annual report with the International Secretary-Treasurer within sixty days from the close of the fiscal year, December 31, giving such information regarding its membership and finances as may be required by the International Secretary-Treasurer on a blank form to be furnished by him.

Sec. 2.—A subordinate unit shall be deemed not in good standing when four months have elapsed since its last report to the International Secretary-Treasurer and he shall notify its membership accordingly.

Sec. 3.—The right and title to all funds or other property belonging to a subordinate unit which for any reason surrenders its charter or otherwise becomes defunct shall revert to the General Assembly

and shall be held in trust until the end of the fiscal year, when such monies shall be credited to the General Fund.

ARTICLE XXVII

Members, Duties Of

Section 1.—It shall be the duty of all members to attend regularly the meetings of their subordinate units whenever possible.

Sec. 2.—Members shall render all assistance possible to fellow members in securing work.

Sec. 3.—It shall be the duty of all members to discourage the working of overtime and bonus, which tends to reduce the demand for employment of members.

Sec. 4.—Where a member puts in full time for a company or firm, he shall not work for another company or firm without the consent of the subordinate unit of which he is a member. Upon being convicted of the first offense, he shall be suspended for thirty days, and on the second offense he shall be expelled from the Union.

Sec. 5.—All members shall at all times, when possible, insist upon the Union Label when making all purchases.

Sec. 6.—Unemployed members or members seeking new positions shall be amenable to the by-laws and rules of the subordinate unit in whose jurisdiction employment is sought.

Sec. 7.—It shall be unlawful for any member of this Union to belong to any communistic organization.

ARTICLE XXVIII

Grievances

Section 1.—Any member considering that he has been unjustly dealt with by his employer or that he is otherwise aggrieved, shall report the same in writing at a meeting of the subordinate unit having jurisdiction, or to the proper officer of such subordinate unit, and if deemed a proper subject for investigation, the matter shall be considered, provided that if it be deemed wise by the authority referred to, the

aggrieved party shall first present his case to the officials of the district in which he is employed, in their regular order, before the same is taken up by the committee.

If the authority to whom it is referred deems the grievance an improper one, and the member is dissatisfied with its decision, he may appeal to the International President.

In no case shall a member appeal to civil courts for redress until he has exhausted his rights of appeal under the Constitution of the Union.

Sec. 2.—The District Committee receiving a grievance shall carefully and impartially examine all matters pertaining to it, and proceed to adjust the same as soon as practicable thereafter on a basis of equity and justice, and every honorable method shall be exhausted in effecting an amicable and satisfactory adjustment of the difficulty.

Sec. 3.—In their efforts to adjust a grievance they shall present the same to the employer having jurisdiction, and then to the higher officials in their regular order; and after the highest official or member of the firm within their jurisdiction has been reached, in the event of their failure to satisfactorily adjust the same, it shall be referred to the Division Committee or the International President, together with all papers in the case and a full and complete statement of the proceedings of the Board or committee therein.

Sec. 4.—It shall be unlawful for members of this organization to present any proposed contract, set of rules or schedule to their employers unless a majority of the telegraphers affected thereby are members of the Union in good standing.

Sec. 5.—It shall be unlawful for any subordinate unit, or district, officer or member thereof, to incite, declare or conduct a strike against an employer, or to declare an employer unfair by picketing or other methods, until the grievance has been taken up and action approved in accordance with Article XII, Section 8.

ARTICLE XXIX**Contracts**

Section 1.—No subordinate unit shall sign a contract guaranteeing its members to work for a firm, association or corporation, unless such contract is in accordance with law and approved by the International President.

Sec. 2.—A District, Division or General Committee shall not be authorized to establish or regulate a schedule of wages affecting members other than it represents, and a copy of all contracts and agreements shall be forwarded to the International President by the Chairman without unnecessary delay. All grievances of a general character shall be regulated by the committee having jurisdiction. No contract or agreement shall be made whose provisions shall contravene the Constitution or the principles or teachings of the Union. Provided, no committee shall present a schedule, contract or agreement to their employers, nor attempt to secure its adoption, until it has first been approved by the International President.

ARTICLE XXX**Transfers**

Section 1.—A member wishing to transfer to another subordinate unit to which he is eligible shall deposit his unexpired membership card with the Secretary of the subordinate unit he wishes to join. The Secretary shall inquire of the old Division as to whether the member left in good standing with all assessments paid. If his membership be acceptable, the Secretary-Treasurer shall forward the unexpired card thus deposited to the International Secretary-Treasurer with his weekly increase and decrease report bearing the member's name.

Sec. 2.—A member employed in the jurisdiction of a subordinate unit shall be transferred to that subordinate unit by the International Secretary-Treasurer at the request of the subordinate unit having jurisdiction.

Sec. 3.—Whenever a sufficient degree of mutuality of interest shall warrant, two or more divisional units engaged in the same branch of the service may consolidate; provided such consolidation is approved

by a two-thirds majority referendum vote of each division affected.

ARTICLE XXXI

Amendments

Section 1.—This Constitution may be amended by a majority vote in the biennial convention or between conventions it may be amended by the following form of initiative: Three or more subordinate units representing 300 or more paidup members may join in an amendment which shall be forwarded to the International Secretary-Treasurer, who shall furnish copies of said amendment to the President or General Chairman of each subordinate unit, and if two-thirds of the units in good standing voting favor the proposed amendment it shall become part of the Constitution.

Sec. 2 —All amendments submitted to subordinate units as provided in the foregoing section must be voted upon and returns made to the Chairman of the General Executive Board within sixty days from the date of submission of same to Presidents or General Chairmen of subordinate units.

Sec. 3.—Proposed amendments to the Constitution to be submitted to the General Assembly may be filed with the International Secretary-Treasurer sixty days prior to biennial convention sessions, by subordinate units, for publication in the official organ.

ARTICLE XXXII

Eligibility to Hold Office

Section 1.—No member shall be eligible for election as an officer of the General Assembly unless he shall have been continuously in good standing for at least one year directly previous to the convening of the General Assembly.

Sec. 2.—Any member who fails to properly account for Union funds entrusted to his care or who misappropriates funds belonging to the Union shall not be eligible to hold any office within the Union or to represent it in any capacity.

FUNERAL BENEFIT BY-LAWS

ARTICLE I

Title and Government

Section 1.—This department shall be known under the name and title of the Funeral Benefit Department of the Commercial Telegraphers' Union, and shall be under the control and government of the General Assembly of the Commercial Telegraphers' Union.

ARTICLE II

Aim

Section 1.—Its aim is to assist in the defraying of the funeral expenses of deceased members of the Commercial Telegraphers' Union, such membership being defined by Article XXI of the Constitution.

ARTICLE III

Amount of Benefits

Section 1.—Upon the death of a member who has been in continuous good standing upon the books of the subordinate unit and of the International Secretary-Treasurer for a period of not less than one year immediately preceeding death, the following Funeral Benefits shall be paid:

- (a) After one year's membership, seventy-five dollars (\$75.00).
- (b) After five years' membership, one hundred and twenty-five dollars (\$125.00).
- (c) After ten years' membership, one hundred and fifty dollars (\$150.00).

Sec. 2.—Except as provided for in Article 7 of these by-laws, continuous good standing shall be computed as of the date of last initiation.

Sec. 3.—All claims for Funeral Benefits must be accompanied by the certificate hereinafter provided, and must be forwarded to the International Secretary-Treasurer within sixty days from the date of death of the member.

ARTICLE IV

Officers, Duties Of

Section 1.—The officers of this department shall consist of a Funeral Benefit Committee, a president and a secretary-treasurer. The Funeral Benefit Com-

mittee, which shall be the General Executive Board of the Union, shall be elected by the General Assembly. The International President of the Union shall be ex-officio the president; the International Secretary-Treasurer of the Union shall be ex-officio the secretary-treasurer.

Sec. 2.—The President shall be the executive head of the department.

Sec. 3.—The Secretary-Treasurer shall keep a true record of all the business of the department, a register of the members with the date of enrollment; receive and hold in trust all funds of the department and for each approved claim he shall as soon as possible after receipt of sworn certificate of death pay to the proper person or persons the amount due. He shall submit a correct report biennially, or oftener if required by the Funeral Benefit Committee, of business transacted by him, number of members and the condition of the department, and exhibit proper vouchers and receipts for all expenditures. His books shall at all times be subject to the inspection of the Funeral Benefit Committee or any person appointed by them.

ARTICLE V

Beneficiaries and Funeral Claims

Section 1.—On the death of members in good standing their legal heirs shall be entitled to a Funeral Benefit, such as the member is entitled to at death as provided by the laws governing the Funeral Benefit Department.

Sec. 2.—Each member must designate some person or persons, their addresses and relationship, to whom Funeral Benefit shall be paid in event of death, and the Secretary-Treasurer shall enter such designated name or names upon the register of the department.

Sec. 3.—Any member desiring to make change in the named beneficiary may do so with the consent of the department by the payment of fifty cents.

Sec. 4.—Funeral Benefits shall be payable only to the families, heirs, blood relations, affianced wife of, affianced husband of or to the persons dependent upon the member. Provided that in default of the above, or in event beneficiary refuses to bury de-

ceased, the Funeral Benefit Department may apply such a part of the Funeral Benefit to which the deceased member is entitled towards defraying his or her actual funeral expenses.

Sec. 5.—When death occurs the person entitled to receive the Funeral Benefit shall present to the subordinate unit or District thereof, or District Council, a sworn certificate from a physician, coroner, or health officer, located where the death occurred, or ship captain in case of death at sea, certifying to cause of death and commencement and duration of illness which resulted in death, and if the same is approved by the subordinate unit, or District thereof, it shall be forwarded to the International Secretary-Treasurer by the subordinate unit, or District thereof, Secretary-Treasurer without delay.

Sec. 6.—The subordinate unit, or District thereof, or District Council, Secretary-Treasurer, shall also forward to the International Secretary-Treasurer a certificate signed by the President, General Chairman, or Chairman and Secretary-Treasurer, which certificate shall certify the claim to be correct and approved by the subordinate unit, or District thereof. If upon examination of the books the International Secretary-Treasurer finds the claim a just one, he shall at once forward to the subordinate unit, or District Secretary thereof, a check for the Funeral benefit, payable to the person entitled to receive it, as designated on the beneficiary certificate furnished by the International Union.

Sec. 7.—No benefits shall be paid to any member or to the heirs of any member where the subordinate unit, or District thereof, fails to comply with Sections 5 and 6, and the subordinate unit, or District thereof, shall be responsible to the Commercial Telegraphers' Union for any claims unjustly paid through the misrepresentation of the subordinate unit, or District thereof.

Sec. 8.—Upon receipt of a doubtful claim the International Secretary-Treasurer shall submit the same to the Funeral Benefit Committee, and if approved by them the amount due shall at once be forwarded by the International Secretary-Treasurer to the Secretary-Treasurer of the subordinate unit, or

District thereof, in check payable to the person entitled to receive it.

Sec. 9.—A subordinate unit, or District thereof, or District Council, shall not advance or loan money on any claim for funeral benefits, except it does so entirely at its own risk.

Sec. 10.—No subordinate unit, or District thereof, or District Council, or individual member shall be permitted to negotiate with or purchase of any member of the Commercial Telegraphers' Union the transfer of any funeral benefit prior to the death of the member in benefit.

ARTICLE VI

Fraudulent Statements

Section 1.—Fraudulent or false statements made to procure membership shall be sufficient cause for the non-payment of any Funeral Benefit claim.

ARTICLE VII

Good Standing and Reinstatement

Section 1.—Members will be retained in good standing in the Funeral Benefit Department for a period of thirty days from expiry date of their last quarterly membership card or Certificate of Good Standing, or sixty days from expiry date of their last annual, specific annual, or semi-annual membership card, as the case may be, after which they shall automatically become delinquent and out of benefit.

A delinquent member shall not again be in benefit until after the expiration of sixty days from the date upon which his dues are received at International headquarters; provided, reports from district secretaries postmarked on final expiry dates shall be accepted as being received at International headquarters on those dates; and, provided further, envelopes postmarked on these dates from district secretaries must accompany reports to the International from Division secretaries.

Thirty-day grace periods on quarterly membership expire on April 30, July 30, October 30, and January 30; thirty-day grace periods on Certificates of Good Standing expire on the 30th day after expiry date of

he last Certificate; sixty-day grace periods on semi-annual membership expire on March 1, and August 29; sixty-day grace period on annual membership expires on March 1; sixty-day grace period on specific annual membership expires on August 29.

Sec. 2.—A member of a subordinate unit, or District hereof, or District Council, who has been suspended or expelled shall not be entitled to Funeral Benefit until ninety days after notice of reinstatement has been received by the Secretary-Treasurer of the Funeral Benefit Department.

ARTICLE VIII

Funds and Revenue

Section 1.—There shall be taken out of the General Fund such proportion of each member's dues as would make a total of one dollar annually, and out of each member's initiation fee the sum of one dollar, which amounts shall be deposited in the name of the Funeral Benefit Department of the Commercial Telegraphers' Union, except as provided in Article XVI, Section 4, of the Constitution.

Sec. 2.—No part of the funds of the Funeral Benefit Department of the Commercial Telegraphers' Union shall be paid out, loaned or diverted for any purpose whatsoever, except for the payment of approved death claims, printing and postage necessary to conduct of the Funeral Benefit Department and to carry out provisions in Article XVI, Section 4, of the Constitution.

ARTICLE IX

Amendments

Section 1.—These laws can only be repealed, altered or amended in accordance with the provisions of Article XXXI of the Constitution.

SPECIAL RULES OF ORDER

The following rules shall govern sessions of the General Assembly.

SESSIONS OF GENERAL ASSEMBLY

Section 1.—The daily sessions of the General Assembly shall be from 9:00 a. m. to 12:30 p. m., and from 2:00 p. m. to 5:30 p. m.

ORDER OF BUSINESS

1. Opening ceremony.
2. Roll call.
3. Reports of officers.
4. Reading of unapproved minutes.
5. Unfinished business from previous day's session.
6. Calling of roll for introduction of bills and resolutions.
7. Reception of reports of committees.
8. New business.
9. Election of officers.
10. Installation of officers.
11. Closing ceremony.

INTRODUCTION OF BILLS, ETC.

Sec. 2.—Delegates introducing matter shall supply copies thereof to the International Secretary-Treasurer in triplicate, amendments to each section of an article to be on separate sheets.

All amendments, resolutions and communications shall be filed with the International Secretary-Treasurer, arranged in numerical order according to article and section, and placed directly before the convention.

QUORUM

Sec. 3.—A majority of the delegates in attendance at the convention shall be necessary to constitute a quorum for the transaction of the business at any session thereof.

ROLL CALL

Sec. 4.—The roll of general officers and delegates shall be called at the opening of each session of the General Assembly, and a correct record of the same kept, and those absent at roll call shall be shown in the proceedings of each day's session.

RECORDED VOTE

Sec. 5.—The roll shall be called and the vote of each member of the General Assembly recorded and made a part of the proceedings of the convention upon the request of five delegates. A rising vote shall be taken on any question upon the request of any delegate.

LIMIT OF DEBATE

Sec. 6.—Any officer or delegate desiring to speak on a question before the General Assembly shall rise and address himself to the International President, giving his name, and if a delegate the name of his unit, and on being recognized shall proceed, confining himself to the question under consideration, avoiding all personalities.

Sec. 7.—No member shall speak more than twice on any one question and not a second time until other members desiring to speak shall have been heard.

Sec. 8.—No member shall speak for a longer period than ten minutes at any one time without unanimous consent, unless he be the mover or introducer of the matter under consideration, in which case he shall be allowed to close the debate.

Sec. 9.—If a delegate, while speaking, be called to order, he shall, at the request of the Chair, take his seat until the question of order is decided.

Sec. 10.—Should two or more delegates rise to speak at the same time, the Chair shall decide who is entitled to the floor.

Sec. 11.—No delegate shall interrupt another in his remarks, except it be to call to a point of order

AMENDMENTS

Sec. 12.—When a motion is pending it shall be in order to offer an amendment and an amendment to the amendment, after which no further amendments shall be in order except a substitute and one amendment to the substitute.

Sec. 13.—No amendment shall be in order that has for its object the nullifying of a motion or amendment then pending.

PREVIOUS QUESTION

Sec. 14.—If the previous question is moved the question shall be, "Shall the main question be now put" which shall be put to the General Assembly without debate. If carried by a majority vote, no further debate shall be in order and the main question shall be immediately put.

ORDER AND PRECEDENT OF MOTIONS

Sec. 15.—When a question is under debate no motion shall be considered except:

1. To fix a day or time to which the General Assembly shall adjourn.
2. To adjourn.
3. To take a recess.
4. To lay on table.
5. For the previous question.
6. To postpone to a certain day or time.
7. To refer, to amend or to postpone indefinitely.

Sec. 16, which several motions shall have precedence in the order named herein.

Sec. 17.—A motion to fix the day or time to which the General Assembly shall adjourn; to adjourn and to take a recess shall always be in order.

Sec. 18.—Every delegate present shall vote on all questions when put, unless excused by the convention.

Sec. 19.—When a roll call ballot has been ordered, no adjournment shall take place until the result has been announced.

Sec. 20.—No motion or resolution shall be voted upon until the mover or introducer has had a chance to speak on it if he or she so desires.

ELECTION OF OFFICERS

Sec. 21.—A majority vote by ballot shall be required to elect any candidate to International office.

Sec. 22.—Provided more than one ballot is necessary to elect, the name of the candidate receiving the smallest vote on the previous ballot shall be dropped on each succeeding ballot.

RULES FOR ELECTION BY BALLOT

Sec. 23.—

1. The chair shall appoint three tellers.
2. Strips of paper shall be distributed by the tellers.
3. As the International Secretary-Treasurer calls his name each member shall deposit the folded ballot in the ballot box.
4. When everyone appears to have voted, the chair shall inquire, "Have all voted who wish to?" and if there is no response he shall declare "the polls closed."
5. All blank ballots shall be ignored as simply wastepaper, and shall not be recorded.
6. Small technical errors, like the misspelling of a name, shall not be noticed if the meaning of the ballot is clear.
7. The teller first named shall read the tellers' report and hand it to the chairman. The chairman shall again read the report and declare who is elected.

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